

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles J. Ackland
(Signature)

Director
(Title)

6-27-52
(Date)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
May 9, 1952

704 10 119.5, 119.6

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:57 P.M.

FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 466 (MERIT SYSTEM)

TO: COUNTY WELFARE DIRECTORS
(Excluding Alameda, Contra Costa, Fresno,
Los Angeles, San Bernardino, Sacramento,
San Diego, San Francisco, San Mateo,
Santa Clara, Kern, San Joaquin, Orange,
and Sonoma counties)

CC: CHAIRMEN, COUNTY BOARDS OF SUPERVISORS

Subject: Revised Procedure of
Continuous Testing
Program for Junior
and Intermediate
Clerical Classes.

The State Personnel Board has announced a revision in the continuous testing procedure for the Group I classes (junior and intermediate clerical classes). The effective date of this change is May 1, 1952. The purpose of the revision is to simplify the former procedure and to speed up the processing of appointment documents of personnel.

Because of this change in procedure, the Merit System Advisory Committee and the State Social Welfare Board have approved a revision prepared by the Merit System Examining Agency of the continuous testing procedure in which the county welfare departments participate.

Attached is a copy of full instructions for operation under the new procedure, which replaces instructions dated January 5, 1951. This procedure shows the participation by the Department of Employment Testing Service, the State Personnel Board Regional Certifier, the county welfare departments, and the State Department of Social Welfare.

For the convenience of the counties, and to provide a check list for processing transactions under this procedure, we have also prepared the attached summary sheet of actions required by the county welfare departments under this new procedure.

Major changes in the procedure include the following:

1. A provisional appointment may be made before the employee is tested.
2. No emergency appointments are to be made unless a real emergency exists, for which adequate explanation must be sent to the State Department of Social Welfare.

3. All notices of appointment for the Group I classes must have one of the two referral cards (Forms DE 2450 or SPB 81) from the Department of Employment Testing Service attached to the Form PS-20.
4. All personnel documents must be sent directly to the Personnel Division of the State Department of Social Welfare at Sacramento.

Appointments made prior to May 1, 1952, or in process during this interim period may be completed under the old procedure. For any additional information, contact the Personnel Division of the State Department of Social Welfare.

The State Social Welfare Board on January 25, 1951, in approving the original continuous testing procedure, adopted a resolution whereby "the qualification standards and procedures for the following classes

Junior Clerk
Intermediate Clerk
Junior Typist Clerk
Intermediate Typist Clerk
Junior Stenographer Clerk
Intermediate Stenographer Clerk
Account Clerk

adopted and issued for the continuous testing program by the Merit System Examining Agency and State Department of Social Welfare be approved for a trial period wherever they may be in conflict with the qualification standards and procedures now in effect under the County Merit System plan as approved by the State Social Welfare Board."

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

REVISED PROCEDURE OF CONTINUOUS TESTING PROGRAM
Merit System Examining Agency and State Department of Social Welfare
May 1, 1952

Continuous Testing Classes - Group I.

Junior Clerk	Intermediate Clerk
Junior Typist Clerk	Intermediate Typist Clerk
Junior Stenographer Clerk	Intermediate Stenographer Clerk
Account Clerk	

Request for Certification

- CWD Prepares two copies of PS-18, Request for Certification, and forwards to State Department of Social Welfare.
- SDSW Reviews PS-18 for class and salary and assigns a certification number.
- SDSW Returns copy of approved PS-18 to county welfare department.

Placement of Job Order

- CWD When the county welfare department is ready to fill a vacancy, county welfare department contacts the local Employment Service and places a job order. The county welfare department may ask to see two more persons than there are positions to be filled.

Referral of Eligibles

- ES Refers eligibles to the county welfare department with Employment Service Introduction Card (Form DE 2450).
- CWD The county welfare department interviews the eligibles referred and then indicates on each eligible's introduction card the action taken for that eligible and immediately returns the cards to Employment Service. Exception: If eligible from list is hired, Form DE 2450 is sent to the State Department of Social Welfare with Notice of Appointment. State Department of Social Welfare will return to Employment Service.
- ES Reports action to Regional Certifier.

Probationary Appointments

- CWD One of the eligibles referred by Employment Service is selected and the PS-20, Notice of Appointment, is prepared in duplicate and forwarded to the State Department of Social Welfare with Form DE 2450 attached.
- SDSW Reviews and approves the PS-20 for class, salary, and completeness. If approved, the PS-20 is forwarded to the Regional Certifier and Form DE 2450 is returned to Employment Testing Office for the county.

- RC Reviews the legality of the appointment based on the Merit System rule of three and returns the documents to the State Department of Social Welfare.
- SDSW Returns copy of approved PS-20 to county welfare department or tells county welfare department the appointment was not approved and the reason.

Provisional Appointments

CWD When the county welfare department wishes to make an appointment and when Employment Service is unable to refer eligibles who are willing to accept employment, the county welfare department may recruit a potential employee. This person must be sent immediately to the nearest testing office of the Employment Service.

ES The Employment Service will clear the applicant for a provisional appointment. At Employment Service, the applicant will complete an application and may or may not be given typing and written tests. If the tests are not given immediately, an appointment to take the test will be made and it will be the county welfare department's responsibility to see that the applicant keeps this appointment.

If the tests are given or if a date is set for the test, the applicant will immediately be sent back to the county welfare department with the Introduction Card, Form DE 2450, together with the signed authorization, Form SPB 81.

The Form SPB 81 assures the county welfare department that the applicant has met the minimum qualifications for the position and the eligible list has been cleared. (Less than three names on the list.)

- CWD The DE 2450 must be completed and returned to Employment Service. Two copies of Form PS-20, Notice of Appointment, are completed, Form SPB 81 is attached, and these documents are then sent to the State Department of Social Welfare.
- SDSW Reviews and approves the PS-20, Form SPB 81, and forwards to Regional Certifier.
- RC Reviews and approves the PS-20, Form SPB 81, and returns the PS-20 to the State Department of Social Welfare.
- SDSW Returns one copy of the approved PS-20 to county welfare department or tells county welfare department the appointment was not approved by Regional Certifier and the reason.
- CWD Following appointment, provisional employees must be tested monthly by Employment Service.
- ES When the provisional employee passes his test, the Employment Service will certify him to the county welfare department for a probationary appointment.

Provisional appointees must be replaced whenever three eligibles become available who are willing to accept a position.

Emergency Appointments

CWD Where a true emergency arises, the county welfare department may make an emergency appointment. Such appointments will be limited to 90 days and will not be extended. The county welfare department will submit to the State Department of Social Welfare two copies of Form PS-20, together with a covering letter explaining the nature of the emergency.

To: _____ _____ _____ _____	_____19_____ _____ _____ _____
This will introduce Applying for employment as California State Employment Service Representative Telephone No. _____	
DID YOU HIRE THIS APPLICANT? Please complete and return this card to us Postage Free. Thank you	
Yes () Date started work _____ No () Reason _____ Employer's Signature _____	

Above is a reproduction of Form DE 2450. The reverse side of the card will be self-addressed for return to your testing center of the Department of Employment.

Name _____	List Date _____	Score _____
Class Title _____		
Was hired by _____	At _____	
(Department)	(Location)	
To fill a _____	Position on _____	
Perm.	Temp.	Date
*(TAU Referral in absence of interested eligibles _____)		
approved application has been filed _____)		
E.S. Office _____	Date _____	By _____
SPB 81 Report of Certification Action		

*TAU means Temporary Authorization, or Provisional under Merit System.

Above is a reproduction of Form SPB 81 which must be secured to confirm authorization of provisional appointment.

PERSONNEL CHECK LIST

ACTIONS REQUIRED BY THE COUNTY WELFARE DEPARTMENT
UNDER THE CONTINUOUS TESTING PROCEDURE FOR GROUP I CLASSES
EFFECTIVE MAY 1, 1952

1. Submit Form PS-18, Request for Certification, to the State Department of Social Welfare in duplicate.
 2. Place a job order for the requested class with the testing center of the Department of Employment.
 3. Interview eligibles referred by the Department of Employment with Introduction Card, Form DE 2450.
 4. Form DE 2450 will indicate the status under which applicant can be hired.
 - (a) If it indicates that the applicant has passed the test and he is hired from the eligible list, Form DE 2450 must be completed by the county welfare department but retained for attachment to Form PS-20. (The State Department of Social Welfare will forward to Employment Service later).
 - (b) If the applicant is available for provisional appointment only, indicate on Form DE 2450 whether he was hired and return Form DE 2450 immediately to Employment Service.
 5. If a provisional is hired, SPB Form 81 must then be secured immediately from Employment Service for attachment to Form PS-20.
 6. If no persons are sent by the Employment Service, recruit a prospect but before employing, send candidate to Employment Service to fill out application, secure testing appointment, and Form DE 2450 to bring back to welfare department for completion.
 7. When candidate is hired, prepare Notice of Appointment, Form PS-20, and submit in duplicate to the State Department of Social Welfare but attach
 - (a) Form DE 2450 - if probationary appointment.
 - (b) Form SPB 81 - if provisional appointment.
- No appointments can be approved without the correct clearance card from Employment Service.
8. Provisional appointees must be required by the county to be tested at the Employment Service as soon as possible.
 9. When you are notified by the provisional employee that he has passed the test
 - (a) Secure a new Form DE 2450 from Employment Service showing the employee's eligibility for appointment from list.

- (b) Prepare new Form PS-20 showing change in status to probationary.
- (c) Immediately submit Form PS-20 in duplicate with Form DE 2450 attached, to State Department of Social Welfare.

10. Only make an emergency appointment when

- (a) there are no names on the list (after checking Department of Employment) and there are no persons available who meet the minimum qualifications and
- (b) it is necessary that an employee must be replaced immediately. However, reasons for making the emergency appointment must be given on Form PS-20. Emergency appointments will be limited to 90 days.

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare

(Name of State Agency)

Charles Robertson

(Signature)

Director

(Title)

6-27-52

(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND

DIRECTOR

June 27, 1952

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Boarding Home Manual Letter No. 26.

These regulations were adopted by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective August 1, 1952, and are contained in Section IX-150. Sections IX-305, IX-310, IX-340, IX-350, and IX-999 are being deleted from the manual.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:53 P.M.

FRANK M. JORDAN, Secretary of State
By *Chas. Gray*
Assistant Secretary of State

BOARDING HOME MANUAL LETTER NO. 26

The attached revisions numbered 112 through 114 are to be entered in your copy of the Manual Boarding Homes for Aged and Children and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Sec. IX-150 as revised gives a general statement regarding reimbursement of administrative expenditures of accredited agencies which license and inspect boarding homes for aged and children and refers to the Manual of Fiscal Policies and Procedures for detail. Secs. IX-305, IX-310, IX-340, IX-350, and IX-999 have been deleted since the subject matter is contained in the Manual of Fiscal Policies and Procedures and should be removed from the manual.

The Table of Contents has been brought up-to-date.

In Appendix VIII, Roster of Accredited and Inspection Agencies, Mariposa County Welfare Department has been changed from an "inspection" agency to an "accredited" agency.

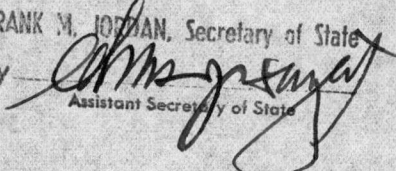
The attached page giving information on the sale of the manual is to be inserted in your manual immediately following the cover.

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:53 P.M.

FRANK M. JOHNSON, Secretary of State

By 
Assistant Secretary of State

BOARDING HOME MANUAL

With the issuance of the new Manual of Fiscal Policies and Procedures, it is not necessary to continue to include in the Boarding Home Manual the detail relating to reimbursement for certain administrative costs of accredited agencies which license and inspect boarding homes for children and aged persons.

Section IX-150 as revised makes the general reference to Chapter VIII of the Manual of Fiscal Policies and Procedures for detail regarding reimbursement for administrative expenditures.

IX-150 REIMBURSEMENT OF ADMINISTRATIVE EXPENDITURES (Rev.)

IX-150

Reimbursement from state funds for certain costs of administration is available to county and city agencies which have entered into written contract with the SDSW pursuant to which the agencies so accredited inspect and license specified types of boarding homes for children or aged persons. Reimbursement of such costs is not available to accredited agencies which inspect but do not license boarding homes.

For further information refer to Chapter VIII of the Manual of Fiscal Policies and Procedures.
(W&IC 1622, 2302)

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:53 P.M.

FRANK M. ORDEN, Secretary of State

By

[Signature]
Assistant Secretary of State

~~(a) Revised material to be given in Fiscal Manual only.~~

Certified as a Regulation (or
as Regulations) of the

Dept. of Social Welfare

(Name of State Agency)

C. J. Richards

(Signature)

Director

(Title)

6-27-52

(Date)

AREA OFFICES

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Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Statistical Manual Letter No. 1.

These regulations were adopted by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, 114(b), 115, and 116, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective August 1, 1952, and are contained in the following manual sections:

S-100	S-140
S-110	S-142
S-120	S-144
S-122	S-146
S-124	S-148
S-126	S-149
S-128	S-150
S-130	S-160
S-132	S-162
S-134	S-164
S-136	S-166
S-138	S-190

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:51 P.m.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

STATISTICAL MANUAL LETTER NO. 1

Attached is Chapter I of the Manual of Statistical Procedures which was adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Chapter I of the Manual of Statistical Procedures covers statistical reporting on the public assistance programs -- OAS, ANB, APSB, ANC, and General Relief. It includes the monthly reporting on currency of categorical aid reinvestigations. No major revisions of reporting procedures have been made except in the ANC program. Following are the most important revisions:

1. OAS, ANB, APSB, and ANC (monthly statistical reports on Form 237 series) - a more detailed breakdown of length of time signed applications have been pending.
2. Aid to Needy Children (monthly statistical reports on Forms CA 237-FG and CA 237-BHI) - separate forms for reporting on ANC family cases and on ANC children in boarding homes and institutions. The report on children in Boarding Homes and Institutions will provide, for the first time, a segregated count of children in institutions.
3. Aid to Needy Children (monthly statistical reports on Form CA 237-FG) - counts of children in family cases have been added for approvals and discontinuances.
4. The date for submission of the Form 237 series reports (monthly statistical reports) has been extended from the 8th to the 12th of the month following the period covered by the report.

Chapter I of the Manual of Statistical Procedures supersedes the entire Statistical Procedures Chapter (Secs. 500-00 through 569-99) of the Manual of Policies and Procedures on August 1, 1952.

The following Department Bulletins are also obsolete on August 1, 1952:

406	452
438	459
449	

In accordance with regulations adopted by the State Social Welfare Board, and issued on April 30, 1943, one copy of the manual is to be kept current in the office of each county welfare department for the use of the general public. It shall be labeled "For Public Use".

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:51 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

ENDORSED

FILED
In the Office of the Secretary of State
of the State of California

JUN 30 1952
3:51 P.M.

FRANK M. JORDAN, Secretary of State
By CHAS. J. HAGSTAD
Assistant Secretary of State

CHAPTER I
MANUAL OF STATISTICAL PROCEDURES

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S-190

~~500-00~~
~~REVISED~~

(W&IC E15, 116)

S-110

~~320-00 REMORDED
DB 448, DB 449
515-00 REVISED~~

~~DB 406
REMOVED~~

S-120

~~DS 478~~
~~RECORDED~~

- (Section Continued on Next Page)

S-120 (Continued)

S-120

- B. SIGNED APPLICATIONS -- Exclude restorations. Separate columns are provided for transfers in and for other applications.
- C. CASES
- D. OBLIGATIONS INCURRED

Statistical counts listed below, except automatic restorations, are to be reported according to the month in which the board of supervisors takes the official action, not the month in which the action affects the pay roll, unless these months are the same.

1. New applications and reapplications granted or denied
2. Restorations granted (except automatic restorations)
3. Discontinuances

Report automatic restorations (for definition see Sec. A-280 of the Manual of Policies and Procedures - OAS and Sec. B-651 of the Manual of Policies and Procedures - AB) when payment of aid is resumed.

Discontinuances are to be reported when the board of supervisors takes action whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

Note: Inter-county transfers are to be reported only in Parts B and C. Restorations of aid are to be reported only in Part C.

~~REMOVED~~
Board of Supervisors

~~BY~~
The term "board of supervisors" shall be construed to include the duly authorized agent of the board of supervisors.

~~BY~~
Definition of "Current Month" and "Last Month"

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

(W&IC 115, 116)

S-122 PART A - REQUESTS FOR AID, FORMS AG, BL, APSB 237

S-122

~~BY~~
This part includes all requests for OAS, ANB, or APSB, except requests for restoration and requests for transfer from another county, whether made orally (in person or by telephone) or in writing, if it is clear that the request is for the program covered by the report, even though the individual may not know the title of the program. Requests for information only are not to be reported as requests for aid. Count only one request if two or more requests are made during the month by the same individual.

(Section Continued on Next Page)

S-124 (Continued)

S-124

~~DB 1138
REMOVED~~

Item 6. Pending from Last Month -- Enter the number of applications previously received which had not been disposed of by the end of last month. If Item 10 of last month's report was in error, the correct figure shall be shown in Item 6 and an explanation of the correction shall be made in a footnote.

~~DB 1138
REMOVED~~

Item 7. Signed During Month

Column 1. Transfers In -- Enter the number of applications signed during the current month for transfer from another county.

~~DB 1138
REMOVED~~

Column 2. Other Applications -- Enter the number of applications (Forms Ag, Bl 200 or Ag 200B) which were signed during the current month. To avoid duplication, exclude OAS applications (Form Ag 200) subsequently signed by applicant if Form Ag 200B has already been included in the application count.

Item 7a. New Applications -- These include:

- (1) Applications signed by persons (or their authorized representatives) who have never previously applied for this aid in the county.
- (2) Reapplications signed by persons who had previously applied but had never received this aid.

Item 7b. Reapplications (Previously on this Aid) -- Enter the number of applications signed by applicants (Form Ag, Bl 200) or authorized representatives (Form Ag 200B) seeking reinstatement of aid which was discontinued 12 months or more prior to date of reapplication.

Item 8. Total During Month -- Enter the sum of Items 6 and 7.

Item 9. Disposed of During the Month -- Enter the total of Items 9a, 9b, and 9c.

Item 9a. Granted -- Enter the number of applications (both new and reapplications) approved during the current month regardless of the beginning date of aid. Item 9a, Column 2, must equal the sum of Items 12a and 12b.

Item 9b. Denied -- Enter the number of applications denied during the current month.

(Section Continued on Next Page)

S-122 (Continued)

S-122

If the request is made and the application signed during the first contact with the individual, or during the same month, it shall be reported in Part A, as a request, as well as in Part B, as an application signed. (Note that restorations of aid are to be reported only in Item 12c in Part C.)

- Item 1. Pending from Last Month -- Enter the number of requests for aid brought forward from last month. If Item 5 of last month's report was in error, the correct figure shall be shown in Item 1 and an explanation of the correction shall be made in a footnote.
- Item 2. Received During Month -- Enter the number of requests for aid received during the current month. Exclude requests for restoration and requests for inter-county transfer.
- Item 3. Total During Month -- Enter the sum of Items 1 and 2.
- Item 4. Disposed of During Month -- Enter the sum of Items 4a and 4b.
- Item 4a. Applications Signed -- Enter the number of applications signed (except for transfer from another county) during the current month. This is the same as Item 7, Column 2.
- Item 4b. Requests Withdrawn or Canceled -- Enter the number of requests that were withdrawn or canceled during the current month. If no action on the request is taken by the end of the calendar month following that in which the request was received, report the request as canceled.
- Item 5. Pending at End of Month -- Enter the number of requests for aid which have not been disposed of and which are still awaiting action at the end of the current month.
(W&IC 115, 116)

S-124 PART B - SIGNED APPLICATIONS, FORMS AG, BL, APSB 237

S-124

This section is designed to report the movement of signed applications. Separate columns are provided for segregating new applications and reapplications (Column 2) from applications for transfer from another county (Column 1).

An application erroneously denied in a prior month shall be included in the current month count as an adjustment in Item 6 and as an application granted under Item 9a.

Counties which do not require a signed application for transfer from another county (Sec. A-1420, Manual of Policies and Procedures -- OAS and Sec. B-703, Manual of Policies and Procedures -- AB) shall enter "not required" in Col. 1 and make no other entries in Col. 1 of Part B.

(Section Continued on Next Page)

S-126 (Continued)

S-126

Item 12b. Reapplications (Previously on this Aid) -- Enter the number of reapplications approved during the current month, regardless of the effective date. (See definition under Item 7b above.)

Item 12c. Restorations Granted -- Enter the number of restorations approved during the current month, regardless of effective date. (Restoration is reinstatement of a case within 12 months after discontinuance.)
Exception: Include automatic restorations effective during the current month, regardless of board action date. (For definition of "automatic restoration" see Sec. A-280 of the Manual of Policies and Procedures - OAS and Sec. B-651 of the Manual of Policies and Procedures - AB.)

Item 12d. Transfers from Another County -- Enter the number of cases approved for transfer from another county during the month. This should be the same as Item 9a, Column 1, if applications are required by the county for transfer from another county.

Item 12e. (Forms BI and APSB 237) Transfers from APSB (ANB) -- Enter the number of transfers from the other blind program approved during the month.

Item 13. Total Active During Month -- Enter the sum of Items 11 and 12. This item is also the sum of Items 13a and 13b. This count includes all continuing cases, all cases added during the current month in Item 12, and all cases reported as discontinued in Item 14. It will include all cases that received aid for the current month as well as cases that did not receive aid because the warrants were canceled or were not written.

Item 13a. Received Assistance -- Enter the number of persons who, during the current month, received warrants for the current month or whose warrant for the current month were held. Exclude persons who did not receive assistance because their warrants for the current month were canceled or were not written.

Item 13b. Did Not Receive Assistance -- Enter the number of active cases which did not receive assistance for the current month because the warrants were canceled or not written. Entries in this item, for example, include the following types of cases:

1. Restorations and transfers from another county approved this month, effective in a future month. New applications and reapplications, except in rare instances, are effective the first of the month in which aid is approved or earlier, and would therefore be included in Item 13a.
2. Cases discontinued this month, effective the last day of the preceding month or earlier.

(Section Continued on Next Page)

S-124 (Continued)

S-124

Item 9c. Withdrawn or Canceled -- Enter the number of applications withdrawn by the applicant during the current month or canceled because the applicants have died.

Item 10. Pending at End of Month -- Enter the number of pending applications, including those signed in the current month, which had not been disposed of (i.e., approved, denied, withdrawn, or canceled). This item is the sum of Items 10a, 10b, and 10c. (Do not show breakdown of pending applications for transfer from another county.)

Item 10a. Signed in current month.

Item 10b. Signed last month. (Item 10b(1) plus 10b(2))

Item 10b(1). Signed 1st to 15th inclusive.

Item 10b(2). Signed 16th through end of month.

Item 10c. Signed prior to last month.
(W&IC 115, 116)

S-126 PART C - CASES, FORMS AG, BL, APSB 237

S-126

This part is designed for reporting cases that have been approved by action of the board of supervisors and are either continuing cases or were discontinued by action of the board of supervisors during the current month.

Item 11. Continued from Last Month -- Enter the number of active cases brought forward from last month. This entry should agree with Item 15 of last month's report. If Item 15 of last month's report was in error, the correct figure shall be shown in Item 11 and an explanation of the difference shall be made in a footnote. A case erroneously discontinued in a prior month shall be included in the current month count as an adjustment in this item.

Item 12. Granted During Month -- Enter the sum of Items 12a through 12d (12a through 12e on Forms BL, APSB 237).

Item 12a. New Applications -- Enter the number of applications approved during the current month, regardless of effective date, i.e., the beginning date of aid. (See definitions under Item 7a, above.)

(Section Continued on Next Page)

S-128 (Continued)

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- Item 16a. (Forms Ag and Bl 237) Federal Share - Enter the amounts of OAS or ANB reported in Item 16 which will be paid from federal funds. (There is no federal participation in APSB.)
- Item 16a. (Form APSB 237) State Share - Enter the amount of APSB reported in Item 16 to be paid from state funds.
- Item 16b. (Forms Ag and Bl 237) State Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from state funds.
- Item 16b. (Form APSB 237) County Share - Enter the amount of APSB reported in Item 16 to be paid from county funds.
- Item 16c. (Forms Ag and Bl 237) County Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from county funds.

(W&IC 115, 116)

S-130 INTRODUCTION - MONTHLY STATISTICAL REPORTS ON
AID TO NEEDY CHILDREN, FORMS CA 237-FG AND CA 237-BHI

S-130

Separate forms are provided for reporting ANC to family groups (Form CA 237-FG) and ANC to children in boarding homes and institutions (Form CA 237-BHI).

Each report is divided into four parts as follows:

- A. REQUESTS FOR AID - Include all requests for aid except requests for restoration and requests for inter-county transfers.
- B. SIGNED APPLICATIONS - Exclude inter-county transfers and request for restoration.
- C. CASES
- D. OBLIGATIONS INCURRED

Statistical counts listed below, except automatic restorations, are to be reported according to the month in which the board of supervisors takes the official action, not the month in which the action affects the pay roll, unless these months are the same.

1. New applications and reapplications granted or denied
2. Restorations granted (except automatic restorations)
3. Discontinuances

Report automatic restorations (for definition see Sec. C-542, Manual of Policies and Procedures - ANC) when payment of aid is resumed.

Discontinuances are to be reported when the board of supervisors takes action whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

Scope of Aid to Needy Children Reports

Form CA 237-BHI. Report on this form all children who are living in boarding homes and institutions and who meet the requirements for claiming on the Aid

(Section Continued on Next Page)

S-126 (Continued)

S-126

Note: The entry in Item 13b should be an actual count of cases.

Item 14. Discontinued During Month - Enter the total number of cases on which action to discontinue aid was taken during the current month, whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid. The entry in this item equals the sum of Items 14a, 14b, and 14c (Items 14a through 14d on Forms B1, APSB 237).

DO NOT
RECORD
HERE

Item 14a. Transfers to Another County - Enter the number of cases transferred to other counties. Report such cases for the month in which the board of supervisors took action discontinuing aid.

Item 14b. (Form Ag 237) Discontinued Because of Death - Enter the number of cases discontinued because of death of the recipient.

Item 14b. (Forms B1 and APSB 237) Transfers to APSB (ANB) - Enter the number of transfers to the other blind program which were approved during the month.

Item 14c. (Form Ag 237) All Other Discontinuances - Enter the number of discontinuances for reasons other than transfer or death.

Item 14c. (Forms B1 and APSB 237) Discontinued Because of Death - Enter the number of cases discontinued because of death of the recipient.

Item 14d. (Forms B1 and APSB 237) All Other Discontinuances - Enter the number of discontinuances for reasons other than transfer or death.

Item 15. Continued to Next Month - Enter the number of cases which are being carried forward to next month. Note that even though a case may have received a warrant this month, it is not to be carried forward to next month if it has been discontinued this month. Item 15 must equal Item 13 minus Item 14.

(W&IC 115, 116)

S-128 PART D - OBLIGATIONS INCURRED, FORMS AG, BL, APSB 237

S-128

This part is designed to report the amount of aid paid to recipients during the month for the month, and the amounts of federal, state, and county shares. Exclude current warrants which were canceled and payments, cancelations, collections, and adjustments for prior months. Also exclude any assistance from county General Relief funds to OAS, ANB, or APSB recipients; such assistance is reported in Part D on Form GR 237.

Item 16. Total Obligations - Enter the total amounts of aid paid for the current month.

(Section Continued on Next Page)

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S-132 (Continued)

S-132

the title of the program. Requests for information only are not to be reported as requests for ANC. Count only one request if two or more requests are made during the current month for the same child or group of children.

If the request is made and the ANC application signed during the first contact with the applicant for the children, or during the same month, it shall be reported in Part A, as a request, as well as in Part B, as an application signed.

~~NEW EXPLANATION
FOR STATEMENT~~
Note: It is possible that a request for ANC will be counted during the same month as a request for General Relief (Item 1, Form GR 237) either because the family is ineligible for ANC or because assistance from General Relief funds is necessary pending approval of ANC.

~~BEING
RECORDED~~
Item 1. Pending from Last Month - Enter the number of requests for ANC brought forward from last month. If Item 5 of last month's report was in error, the correct figure shall be shown in Item 1 and an explanation of the correction shall be made in a footnote.

Make adjustments in this item for pending requests that were shown in one ANC report, but which it was later discovered should have been shown in the other ANC report, either because the living arrangement of the children was changed or because there was a misunderstanding as to the living arrangement of the children at the time the request was made.

Item 2. Received During Month - Enter the number of requests for ANC received during the current month. Exclude requests for restoration, requests for inter-county transfer, and active ANC cases being transferred from boarding homes and institutions to family groups and vice versa.

Item 3. Total During Month - Enter the sum of Items 1 and 2.

Item 4. Disposed of During Month - Enter the sum of Items 4a and 4b.

Item 4a. Applications Signed (Same as Item 7) - Enter the number of children living in boarding homes or institutions (Form CA 237-BHI) for whom applications for ANC were signed during the current month; and the number of families (Col. 1, Form CA 237-FG) for whom applications for ANC were signed during the current month. Report applications for additional children in Col. 2, Form CA 237-FG, only. Exclude applications signed to effect the transfer of ANC from another county.

(Section Continued on Next Page)

S-130 (Continued)

S-130

to Needy Children Payroll for Children in Boarding Homes and Institutions (Form CA 801-BHI). Entries shall be made for all items.

Form CA 237-FG. Report on this form all children who are living in their own homes or with relatives, i.e., in family groups, regardless of the children's eligibility for federal participation. These children meet the requirements for claiming on the Aid to Needy Children Payroll (Form CA 801).

- Col. 1. Families. Entries shall be made for all items.
Col. 2. Children. Counts of the number of children are required for Item 12 (Granted During Month), Item 13a (Received ANC), and Item 14, (Discontinued During Month).

Entries in the remainder of the items of Column 2 are optional

Board of Supervisors

The term "board of supervisors" shall be construed to include the duly authorized agent of the board of supervisors.

~~DO NOT
RECORD~~

Definition of Current Month and Last Month

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

~~DO NOT
RECORD~~

Definition of Aid to Needy Children Case

For children in boarding homes and institutions (Form CA 237-BHI) count each child as a case.

~~DO NOT
RECORD~~

Under family groups (Col. 1, Form CA 237-FG) a case consists of a family budget unit. Brothers and sisters living with different relatives or legal guardians are to be reported as separate cases (i.e., separate family budget units) even though they have the same state number.

(W&IC 115, 116)

S-132 PART A - REQUESTS FOR AID, FORMS CA 237-FG and CA 237-BHI

S-132

This part includes all requests for assistance, except requests for restoration and requests for transfer from another county, whether made orally (in person or by telephone) or in writing, if it is clear that the request is for ANC, even though the individual may not know

(Section Continued on Next Page)

S-134 (Continued)

S-134

Item 8. Total During Month - Enter the sum of Items 6 and 7.

Item 9. Disposed of During Month - Enter the sum of Items 9a, 9b, and 9c.

Item 9a. Granted - Enter the number of applications (both new and reapplications) approved during the current month regardless of the beginning date of ANC. This entry must equal the sum of Items 12a and 12b.

Item 9b. Denied - Enter the number of applications denied during the current month.

Item 9c. Withdrawn or Canceled - Enter the number of applications withdrawn by the applicant during the current month or canceled because the child or children have died.

Item 10. Pending at End of Month - Enter the number of pending applications, including those signed in the current month, which had not been disposed of by the end of the current calendar month (i.e., approved, denied, withdrawn, or canceled). This item is the sum of Items 10a, 10b, and 10c.

Item 10a. Signed in current month.

Item 10b. Signed last month (Item 10b(1) plus 10b(2)).

Item 10b(1). Signed 1st to 15th inclusive.

Item 10b(2). Signed 16th through end of month.

Item 10c. Signed prior to last month.

(W&IC 115, 116)

S-136 PART C - CASES, FORMS CA 237-FG AND CA 237-BHI

S-136

~~Being
RECORDED~~ This part is designed for reporting on ANC cases that have been approved by action of the board of supervisors and are either continuing cases or were discontinued by action of the board of supervisors during the current month.

Item 11. Continued from Last Month - Enter the figures shown in Item 11a, plus or minus the Inventory Adjustments (if any) shown under Item 11b.

Item 11a. Item 15 Last Month - Enter the number of active cases brought forward from last month (Item 15). If corrections or inventory adjustments are necessary, they shall be shown in Item 11b.

(Section Continued on Next Page)

S-132 (Continued)

S-132

Item 4b. Requests Withdrawn or Canceled - Enter the number of requests that were withdrawn or canceled during the current month. If no action on the request is taken by the end of the calendar month following that in which the request was received, report the request as canceled.

Item 5. Pending at End of Month - Enter the number of requests for aid which have not been disposed of and which are still awaiting action at the end of the current month.

(W&IC 115, 116)

S-134 PART B - SIGNED APPLICATIONS, FORMS CA 237-FG AND CA 237-BHI

S-134

This section is designed to report the movement of signed applications. Exclude applications signed because an active Aid to Needy Children case is being transferred from another county (see Item 12e for instructions on such cases).

Applications for additional children in family groups are to be reported only in Col. 2, Form CA 237-FG, i.e., no entry is made in Col. 1. An application erroneously denied in a prior month shall be included in the current month count as an adjustment in Item 6 and as an application granted under Item 9a.

Item 6. Pending from Last Month (Item 10 last month) - Enter the number of applications previously received which had not been disposed of by the end of last month.

If Item 10 of last month's report was in error, the correct figure shall be shown in Item 6 and an explanation of the correction shall be made in a footnote; in such cases

a check (☒) shall be made in the space provided under Item 6.

Adjust this item when children who were reported in family groups last month should have been reported in boarding homes and institutions, and vice versa. This will include adjustments for children who were in the home of a relative or legal guardian when the application was signed but who were moved to a boarding home or institution before action was taken on the application.

Item 7. Signed During Month - Enter the number of applications for ANC signed during the current month. This entry must agree with Item 4a. Applications for additional children in family groups are to be reported in Col. 2, Form CA 237-FG, only.

In family groups, if an application was signed for a group of children but the children were placed in two or more family budget units by the time aid was approved, show the additional family unit(s) in the report for the month in which ANC is approved, as a request received (Item 2), as an application signed (Items 4a and 7), and as an application granted (Item 9a, and Item 12a or 12b).

(Section Continued on Next Page)

S-136 (Continued)

S-136

Item 13. Total Active During Month - Enter the sum of Items 11 and 12.

This item is also the sum of Items 13a and 13b. This count includes all continuing cases, all cases added during the current month in Item 12, and all cases reported as discontinued in Item 14. It will include all cases that received Aid to Needy Children for the current month as well as cases that did not receive ANC because the warrants were canceled or were not written.

X Item 13a. Received ANC - Enter the number of family budget units in Col. 1 of Form CA 237-FG and the number of children on each report who, during the current month, receive ANC for the current month or whose warrants for the current month were held. Exclude families and children who did not receive assistance because their warrants for the current month were canceled or were not written. Enter in the blank space provided on Form CA 237-BHI the number of recipient children who were living in institutions. Enter in the blank space provided on Form CA 237-FG only, the number of family budget units in which the needs of one or more adults are included in the budget. This count will not necessarily agree with the number of needy eligible relatives, and may be equal to it or greater, but never less.

Item 13b. Did Not Receive ANC - Enter the number of active cases which did not receive ANC for the current month because warrants were canceled or not written. Entries in this item usually consist of the following cases:

1. Restorations and transfers from another county approved this month, effective in a future month. New applications and reapplications, except in rare instances, are effective the first of the month in which aid is approved or earlier, and would therefore be included in Item 13a.
2. Cases discontinued this month, effective the last day of the preceding month or earlier.

Item 14. Discontinued During Month - Enter the total number of cases on which action to discontinue aid was taken during the current month whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in a current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid. The entry in this item equals the sum of Items 14a, 14b, and 14c.

Item 14a. Transfers to Another County - Enter the number of cases transferred to other counties. Report such cases in the month in which the board of supervisors took action discontinuing aid.

Item 14b. Transfers to a Boarding Home or Institution (Form CA 237-FG) or Transfers to a Family Group (Form CA 237-BHI) - Enter the number of families, (Form CA 237-FG) and children (Form CA 237-BHI) already eligible and receiving ANC, for whom there was a change in living arrangement during the month involving a transfer from a family group to a boarding home or institution (Columns 1 and 2, Form CA 237-FG) and the reverse (Form CA 237-BHI).

(Section Continued on Next Page)

S-136 (Continued)

S-136

Item 11b. Inventory Adjustments - Enter here plus or minus corrections or inventory adjustments of Item 15 of last month's report. A case erroneously discontinued in a prior month should be included in the current month count as an adjustment in this item.

For Col. 1, Form CA 237-FG, only, make an adjustment in this item as follows:

1. To decrease the family case count if two or more family budget units are combined into one.
2. To increase the family case count if children in one family budget unit are split into two or more family budget units.

Item 12. Granted During Month - Enter the total number of families and children for whom aid was granted during the current month. This will be the sum of Items 12a through 12e.

Item 12a. New Applications - Enter the number of new applications approved during the current month, regardless of the effective date, i.e., the beginning date of ANC. Include reapplications approved for cases whose previous applications were denied or withdrawn.

Item 12b. Reapplications - Enter the number of reapplications approved during the current month, regardless of the effective date. Include only cases whose assistance had been discontinued for a period of more than 12 months at the time of reapplication.

Item 12c. Restorations Granted - Enter the number of restorations approved during the current month, regardless of the effective date. (Restoration is reinstatement of a case within 12 months after discontinuance.) Exception: Include automatic restorations effective during the current month regardless of board action date. (For definition of "automatic restoration," see Sec. C-542 of the Manual of Policies and Procedures - ANC.)

Item 12d. Transfers from Boarding Home or Institution (Form CA 237-FG) or from a Family Group (Form CA 237-BHI) - Enter the number of families and/or children receiving ANC for whom there was a change in living arrangements involving transfer from a boarding home and institution to a family group (Cols. 1 and 2, Form CA 237-FG) and the reverse (Form CA 237-BHI).

Item 12e. Transfers from Another County - Enter the number of cases approved for transfer from another county during the month. Count the case in the month in which the board of supervisors took official action granting assistance.

(Section Continued on Next Page)

S-138 (Continued)

S-138

~~BEING
RECORDED~~
Item 16. Total Obligations - Enter the sum of Items 16a and 16b.

Item 16a. Amount in Which Federal, State, and County Participate (Form CA 237-FG); Amount in Which State and County Participate (Form CA 237-BHI) - Enter that portion of the ANC on which the amount of reimbursement from state funds is computed. The sum of the federal, state, and county shares must equal the entry in this item on Form CA 237-FG. The sum of the state and county shares must equal the entry in this item on Form CA 237-BHI.

Item 16a(1). (Form CA 237-FG) Federal Share - Enter the amount of ANC for the current month which will be paid from federal funds, i.e., the federal share of the amount reported in Item 16a. (There is no federal participation for children in boarding homes or institutions.)

Item 16a(1). (Form CA 237-BHI) State Share - Enter the amount of ANC for the current month reported in Item 16 to be paid from state funds.

Item 16a(2). (Form CA 237-FG) State Share - Enter the amount of ANC for the current month reported in Item 16 to be paid from state funds. Include the state share of assistance to mismanagement cases whether paid in cash or in kind.

Item 16a(2). (Form CA 237-BHI) County Share - Enter the amount of ANC for the current month reported in Item 16 to be paid from county funds. Do not include county supplemental aid in this item; report in Items 16b(1) and 16b(2).

Item 16a(3). (Form CA 237-FG) County Share - Enter the amount of ANC for the current month reported in Item 16 to be paid from county funds. Include the county share of assistance to mismanagement cases whether paid in cash or kind. Do not include county supplemental aid in this item; report in Items 16b(1) and 16b(2).

Item 16b. Total Supplemental County Aid in Excess of Participating Base - Enter the sum of Items 16b(1) and 16b(2).

Item 16b(1). Cash - Enter the amount of assistance in cash in excess of the amount on which state participation is based.

Item 16b(2). Kind - Enter the amount of assistance in kind in excess of the amount on which state participation is based.

Note: Amounts reported as County Supplemental Aid on Form CA 237 shall not be included on Form GR 237, Monthly Statistical Report on General Relief.
(W&C 115, 116)

S-136 (Continued)

S-136

Item 14c. All Other Discontinuances - Enter the number of other discontinuances on which action was taken to discontinue aid during the current month, regardless of the effective date of the discontinuance. In Column 1, Form CA 237-FG, do not report the family as discontinued if any of the children in the family budget unit will continue to receive ANC; report partial discontinuances of a family budget unit in Column 2 only.

~~DO NOT
REPORT~~

Item 15. Continued to Next Month - Enter the number of families (Form CA 237-FG and children (Form CA 237-BHI) which are being carried forward to next month. Note that even though a case may have received a warrant this month, it is not to be carried forward to next month if it has been discontinued this month. Item 15 must equal Item 13 minus Item 14.
(W&IC 115, 116)

S-138 PART D - OBLIGATIONS INCURRED, FORMS CA 237-FG AND CA 237-BHI

S-138

This section is designed to report the amount of aid paid to ANC cases to meet the needs of the family budget unit for the current month. Include warrants for the current month that were held, but exclude current month warrants that were canceled. If the needs of the family budget unit are not met by the maximum participation base and it is necessary to supplement from county funds (i.e., county supplemental aid), include all such amounts whether paid in cash or in kind. If county supplemental aid is paid from "General Relief" funds, do not also report such aid on Form GR 237. Amounts for medical or dental care etc., are included if they are part of the ANC budget, otherwise they are excluded (see "2" below).

~~DO NOT
REPORT~~

Mismanagement Cases - Include amounts paid to mismanagement cases whether paid in cash or in kind. Include in the federal, state, and county shares the amounts of reimbursement to be claimed from these sources.

Exclude the following payments:

1. Retroactive payments for prior months and adjustments, repayments, and cancelations of warrants for prior months.
2. Any medical care, dental care, or hospitalization for ANC cases that is not included in the ANC budget; report such expenditures in Part E of Form GR 237, if the expenditure is paid from General Relief funds.
3. Payment made from General Relief funds to meet the needs of families or children pending approval of ANC. Report such cases, and payments, in Parts B and C of Form GR 237.
4. Payments made from General Relief funds to meet the needs of persons in the household who are not included in the ANC family budget unit. Report such cases, and payments, in Parts B and C of Form GR 237.

~~DO NOT
REPORT~~

(Section Continued on Next Page)

~~XX~~

S-140 INTRODUCTION -- MONTHLY STATISTICAL REPORT
ON GENERAL RELIEF, FORM GR 237

S-140

The Monthly Statistical Report on General Relief, Form GR 237, provides for the reporting of case movement and expenditures from General Relief or county indigent funds. Note that this report differs from the other monthly statistical reports (Forms Ag, Bl, APSB 237, CA 237-FG, and CA 237-BHI) in that the movement of applications is not included.

General Relief, for the purposes of this report, consists of all assistance paid to recipients from county indigent funds except county supplemental aid paid to ANC cases. (See Forms CA 237-FG and CA 237-BHI, Items 16b, 16b(1), and 16b(2)) It includes hospitalization or other medical and dental care extended to OAS, ANB, APSB, and ANC cases that is separate and distinct from the regular monthly grant. Payments from county indigent funds to certified relief workers on work relief projects authorized and operated by the agency administering the General Relief program are also included.

The list below specifies the types of assistance excluded from the Form GR 237 report:

1. OAS, ANB, APSB, and ANC payments (reported on Forms Ag, Bl, APSB 237, CA 237-FG, and CA 237-BHI).
2. County supplemental aid (other than medical) from General Relief funds extended to ANC cases; such aid is reported on Forms CA 237-FG and CA 237-BHI in Items 16b, 16b(1), and 16b(2).
3. Relief from private resources.
4. Institutional programs.

The GR 237 report is divided into five parts, A, B, C, D, and E. Part A is intended to record the number of requests received each month for General Relief. In Parts B and C are reported data on "General Home Relief", i.e., non-medical General Relief paid to recipients in their homes (Except county supplemental aid paid to ANC families and children). In Part C, cases, persons, and obligations incurred are segregated according to type of case.

Part D is used to report the amount of money and the number of OAS, ANB, or APSB persons who are receiving supplementation from county funds in addition to their regular grants of aid under the particular aid category. Supplementation of ANC payments is not to be included on this report.

In Part E is reported non-medical General Relief paid for care in boarding homes, or institutions, for children (other than ANC) and adult persons (other than OAS, ANB, or APSB), short-term care (covering a period of three days or less), medical relief, burials, and other miscellaneous expenses which are paid from county indigent funds but are not defined by instructions for Parts B and C.

(Section Continued on Next Page)

S-144 (Continued)

S-144

Count a case only once during the month even though more than one payment or order may have been issued either to the case or for the benefit of the case.

Item 2. Continued from Last Month - Enter the number of cases (and persons) brought forward from last month. This entry should agree with Item 6 of last month's report. If Item 6 of last month's report was in error, the correct figure shall be shown in Item 2 and an explanation of the difference shall be made in a footnote.

Item 3. Total Added During Month - Enter the number of cases (and persons) which were opened for General Home Relief during the month. (This item must equal the sum of Items 3a and 3b.) Include the following cases:

1. Regularly approved General Relief cases.
2. Cases given assistance pending approval for General Relief (not to be confused with short-term care) or categorical aid.

Do not include in Item 3 cases for whom General Relief payments are being resumed during the current month after a period of temporary suspension of assistance (unless actually discontinued). During the time of suspension report such cases in Item 4b.

Item 3a. New: Never Previously Received General Home Relief - Enter the number of cases added during the current month that had never previously been extended General Home Relief in the county.

Item 3b. Reopened: Previously Received General Home Relief - Enter the number of cases added during the current month which had previously been discontinued from General Home Relief in the county.

Item 4. Total Active During Month - Enter the sum of Items 2 and 3. (Show cases and persons). Cases active during the current month are classified under Items 4a and 4b according to whether or not General Home Relief was extended during the current month. Item 4 must equal the sum of Items 4a and 4b as well as the sum of Items 2 and 3.

Item 4a. Received General Home Relief - Enter the number of cases and persons to which General Home Relief was extended during the current month. This item must equal the total number of cases and persons reported in Item 7, Columns 1 and 2, Part C.

Item 4b. Received No General Home Relief - Enter the number of cases and persons active during the current month to which no General Home Relief was extended during the current month.

Item 5. Total Discontinued During Month - Enter the number of cases and persons

(Section Continued on Next Page)

S-140 (Continued)

S-140

Cases, persons, and expenditures reported in Sections B and C are never reported simultaneously in Part E unless the case, or person, in question was receiving both types of General Relief during the current month. For example, a child, ineligible for ANC, who is a member of a family receiving General Relief is transferred to a boarding home (paid from county General Relief funds) on January 15. The child will be reported in Parts B and C of the January Form GR 237 because he was a recipient of General Home Relief from January 1 to January 15. He will also be reported in Part E of the January Form GR 237 because he was in a boarding home paid from county funds during the latter half of the month. However, on the February Form GR 237 he will be omitted from Parts B and C, and will be counted only in Part E, regardless of the fact that the remainder of his family is still reported in Parts B and C.

The number of persons included in cases is to be reported, as well as the number of cases, wherever lines are provided on the form for such entries.

The calendar month on which the county is reporting statistically will be referred to as the current month. The month immediately prior to the "current" month will be referred to as "last month" (W&IC 115, 116, 2506).

S-142 PART A - REQUESTS FOR GENERAL RELIEF DURING MONTH, Form GR 237 S-142

Part A is designed to provide a count of the number of requests for General Relief received during the current month.

Requests for financial assistance are to be reported even if rejected at first contact (e.g., by clerical receptionist) on grounds of obvious ineligibility.

Additional calls at the agency regarding pending requests are not to be counted as additional requests.

Item 1. Total Requests for Financial Assistance During Month - Enter the total number of requests (cases and persons) for General Relief during the current month. Include requests of any nature for financial assistance (except by categorical aid applicants not requiring aid during investigation of eligibility). Financial assistance means aid in cash or in kind
(W&IC 115, 116, 2506).

S-144 PART B - GENERAL HOME RELIEF CASES, Form GR 237

S-144

Part B is to be used to report action taken on all General Home Relief cases during a given month. It includes cases given relief before investigation is completed as well as cases already approved for General Home Relief. Part B does not include short-term care (covering a period of three days or less); report such aid in Part E, Item 15.

(Section Continued on Next Page)

S-144 (Continued)

S-144

of cases which, though previously eligible, are discontinued because of a general reduction in assistance payments or a change in eligibility requirements, such as the adoption of a minimum budget deficit necessary for assistance, should be included in this item. This item applies only to cases automatically disqualified by the new law or policy. Do not include cases which could remain eligible but refuse to comply with new regulations; such cases should be reported in Item 5f, "Refusal to Comply With Agency Policy."

- Item 5f. Refusal to Comply with Agency Policy - Enter here cases discontinued for such reasons as refusal to assign insurance or give a lien on property in conformity with the agency's rules, or otherwise comply with established regulations. Include here cases closed because of refusal to comply with a regulation even if the regulation was adopted or modified after acceptance of the case.
- Item 5g. Excess Property - Enter here cases discontinued because the value of real or personal property has increased beyond the maximum allowed by the agency.
- Item 5h. Admitted to Institution - Enter here cases discontinued because of admission to an institution.
- Item 5i. Receipt of Another Type of Public Assistance - Enter here cases discontinued for General Relief because of the receipt of another type of public assistance, i.e., OAS, ANB, APSB, or ANC. OASI, workmen's compensation, and unemployment compensation are not considered public assistance; cases discontinued because of the receipt of such resources shall be entered in Item 5d.
- Item 5j. Returned to Legal Residence - Enter here all cases discontinued because the individual or family has been returned to the place of legal residence. Do not include cases returned to legal residence that received only short-term assistance (defined in Sec. S-149, Item 15 of Part E) and did not receive any assistance other than the cost of travel and maintenance incident to and/or incurred during travel.
- Item 5k. Lost Contact - Enter here all cases discontinued because no further contact is had with the case; e.g., individual failed to return to office to request further assistance.
- Item 5l. Other - Enter here discontinuances which cannot be classified by the above reasons. Explain in footnote.
- Item 6. Continued to Next Month - Enter the number of cases (and persons) open on the last day of the current month and which are to be continued to the following month. This item must equal the difference between Item 4 and Item 5.

(W&IC 115, 116, 2506)

S-146 PART C - OBLIGATIONS INCURRED FOR GENERAL HOME RELIEF, Form GR 237 S-146

Part C is to be used for reporting the number of cases and persons receiving General Home Relief by type of case as well as the obligations incurred in cash and kind for these cases. Include only cases, and assistance to cases, in their homes. Amounts expended for General Home Relief cases (cases reported

(Section Continued on Next Page)

S-144 (Continued)

S-144

which were discontinued during the current month. If no General Home Relief was given during the current month, but the case was not discontinued, the case should be reported in Item 4b. Cases discontinued during the current month are classified under Items 5a through 5l according to the reason for discontinuing General Home Relief. Do not count a case as discontinued if one member of a family case is being discontinued from General Home Relief during the current month, but one or more members will continue to benefit from General Home Relief. In such instances the persons being discontinued, but not the cases, are to be shown in Item 5.

If cases are discontinued for more than one reason they shall be classified according to the principal reason only.

- Item 5a. Death - Enter the number of cases in which the recipient died or the death of a person included in the General Relief case decreases the need sufficiently to discontinue the case. Do not include here cases discontinued because the death of a person brings in resources for the remaining persons in the case. Such cases shall be recorded under Item 5d, "Other Change in Economic Circumstances".
- Item 5b. Employment or Increased Earnings - Enter the number of cases in which the family's need for assistance has decreased because of employment or increased earnings. Employment includes self-employment. The increase in earnings may result from higher wages or fuller employment.
- Item 5c. Support from Relatives or Friends - Enter here cases in which the family's need for assistance has decreased by reason of new or increased support from relatives or friends.
- Item 5d. Other Change in Economic Circumstances - Enter here cases in which the family's need for assistance has ceased because of changes in economic circumstances other than those specified in Items 5b and 5c.
- Item 5e. Change in Law or Agency Policy - Enter here cases discontinued because a change in law or state or local administrative policy governing General Relief automatically makes the case ineligible at the time of the change although previously it was eligible. The whole group

(Section Continued on Next Page)

S-146 (Continued)

S-146

Include the following items:

- (1) The value of orders for commodities, i.e., food, clothing, fuel, etc.
- (2) The value of orders for shelter or for gas, electricity, and other utilities.
- (3) The purchase cost of commodities issued directly to cases. If commodities are distributed through a commissary, include also the amount of obligations incurred for operating the commissary during the month. If the county owns a commissary, the cost of plant and equipment is not to be reported in the month in which the items are purchased, but the value is to be distributed over the life of the items and appropriate shares charged to each month.

Do not include the following items:

- (1) The value of commodities produced on work relief projects and issued to recipients.
- (2) Obligations incurred for non-relief labor, for materials, equipment, and/or supplies for work relief programs.
- (3) Obligations incurred for items commonly referred to as administrative expense of the General Relief program.

Col. 5. Total Obligations Incurred - Enter in this column the sum of Cols. 3 and 4 opposite Item 7. Enter total obligations incurred opposite Items 7a and 7b. Information reported under Item 7 is classified in Items 7a and 7b according to the type of General Home Relief case.

Item 7a. Family Cases - Enter in each column the information for cases in which the General Home Relief payment applies to the needs of more than one person in the same household. The total number of persons who are expected to receive direct benefit from the General Home Relief payment is included in the count of persons in Col. 2.

Item 7b. One-person Cases - Enter in each column the information for cases in which the General Home Relief payment applies to the needs of one person only. The number of cases in Col. 1 will be the same as the number of persons in Col. 2.

The spouse of an OAS, ANB, or APSB recipient shall be reported as a one-person case unless other persons in the household are also benefiting from the General Home Relief payment.

The sum of Items 7a and 7b in Col. 1 and Col. 2 must equal the number of cases and number of persons reported under Item 4a, Col. 1 and 2, in Part B.

(W&IC 115, 116, 2506)

S-146 (Continued)

S-146

in parts B and C) that are not regularly budgeted items, such as medical care, burials, etc., are to be reported in Part E.

Do not report in Part C cases receiving only the type of aid provided for under Part E nor the amount of such aid.

Obligations incurred for General Relief payments should be reported for the month in which the payments are authorized. For example, a General Relief payment provided on January 28, although it is intended to cover the needs of the case for February, should be included on the January GR 237 report. A grocery order, or any other payment in kind that is issued to the case in January, is to be reported on the January GR 237 even though the bill may not be presented for payment by the grocery store for several months.

Grocery orders, or other types of orders that specify quantity of the commodity rather than the cost, should be estimated in order that the report on Form GR 237 may reflect the amount of obligations incurred during the current month.

For relief extended in the form of earnings for work performed, report the amounts actually earned during all payroll periods ending within the current month.

Commodities purchased in bulk for issuance to relief recipients are to be reported for the month during which they were actually issued to recipients regardless of the month in which the agency agreed to purchase the commodities received them, or paid for them.

Item 7. Total Recipients - Enter in the appropriate columns information indicated below.

Col. 1. Cases - Enter the number of cases to which General Home Relief was given. (Same as Item 4a, Col. 1).

Col. 2. Persons - Enter the number of persons for whose benefit General Home Relief was given. This item equals the number of persons in family cases plus the number of one-person cases. (Same as Item 4a, Col. 2).

Col. 3. Obligations Incurred in Cash - Enter the amount of obligations incurred for General Home Relief to be paid by check or in cash directly to recipients. Include amounts paid from General Relief (county indigent) funds to certified relief workers on work relief projects authorized and operated by the agency for persons in need.

Col. 4. Obligations Incurred in Kind - Enter all obligations incurred during the current month for payments to recipients in the form of groceries, clothing, fuel, rent, services, etc.

(Section Continued on Next Page)

S-149 (Continued)

S-149

- Item 12. Hospitalization - Enter the number of persons and the amount of assistance for private or public hospital care, contract sanatoria, ambulance service, etc., if such expenditures are made from the regularly designated or budgeted General Relief or county indigent fund.

This item shall include costs of physicians and drugs and other medical and dental care extended from the General Relief fund to persons in hospitals. Expenditures from the General Relief fund for ambulance to and from the hospital shall be included under this item.

Include expenditures for hospitalization of OAS, ANB, APSB, and ANC cases if such expenditures are separate and distinct from the regular monthly grant.

- Item 13. Medical and Dental Care - Enter the number of persons and the expenditures for medical, optical, and/or dental care outside the hospital if such expenditures are made from the General Relief or county indigent fund. Include payments for services of physicians, dentists, nurses, etc.; for medical supplies, such as medicines, braces, appliances, eye glasses, and dentures; and for other medical and dental care outside the hospital if such expenditures are made from the General Relief fund.

Include expenditures for medical and dental care of OAS, ANB, APSB, and ANC cases if such expenditures are separate and distinct from the regular monthly grant.

- Item 14. Burials - Enter the number of persons and the expenditures for burials and cemetery care if they are made from the General Relief or county indigent fund.

- Item 15. Short-term Care - Enter the number of persons and the obligations incurred from the General Relief or county indigent fund for short-term care covering a period of three days or less.

- Item 16. Transportation Costs to Place of Residence - Enter the number of persons and the obligations incurred from the General Relief or county indigent fund for returning needy persons to their place of legal residence. Include railroad and bus fares, gasoline, etc., and cost of meals and other care en route. Do not include expenditures incurred for ambulance transportation to or from a hospital; report such expenditures in Item 12.

- Item 17. Other - Enter the number of persons and the obligations incurred from the General Relief or county indigent fund which cannot be classified under other items in the report. Explain the nature of the obligations. Do not include payments to ANC families for the specific benefit of the family unit, nor costs commonly referred to as "administrative expense."

(W&IC 115, 116, 2506)

S-148 PART D - SUPPLEMENTATION OF OAS, ANB, AND APSB, Form GR 237 S-148

Enter here financial assistance from county funds to OAS (Item 8) and ANB or APSB (Item 9) recipients in excess of the maximum OAS, ANB, or APSB grant. Do not report amounts of such county aid elsewhere on this or any other statistical reports. The persons reported in Col. 1 will also be reported on the Ag, Bl, and/or APSB 237 reports.

~~S-148
Reported~~

General Relief extended to applicants for aid under the OAS, ANB, APSB, or ANC laws during investigation of eligibility is not to be reported in this section. Such cases are to be considered regular General Home Relief cases and reported as such under Parts B and C of Form GR 237.

Supplementation of ANC grants is not to be reported on this form but is to be reported on Form CA 237-FG or CA 237-BHI, Monthly Statistical Report on Aid to Needy Children, Family Groups and Boarding Homes and Institutions.

(W&IC 115, 116, 2506)

S-149 PART E - OTHER GENERAL RELIEF FROM COUNTY INDIGENT FUND, FORM GR 237 S-149

Part E of the Form GR 237 report is designed for reporting all general relief from the regularly designated or budgeted General Relief (county indigent) fund other than reported in Parts B, C, and D. Provision is made for reporting both the amount of assistance and the number of persons for whose benefit the assistance was paid. This part gives the SDSW information as to the type and amount of miscellaneous assistance extended by individual counties from General Relief or county indigent funds.

~~S-149
Reported~~

Do not include any aid which is not from the regularly designated or budgeted General Relief fund. If aid of the type specified is not provided from this fund but is provided through some other county fund, enter a dash (---).

If possible, amounts should be reported on the basis of obligations incurred during the month. For some types of miscellaneous assistance the amount is not known until the bill is submitted by the vendor. Include all cash payments, relief in kind, relief orders, and requisitions.

- Item 10. Boarding Home and Institutional Care of Children - Enter the number of persons and the obligations incurred from the General Relief or county indigent fund for the care of children in boarding homes and institutions if those children are not receiving ANC. Include only obligations incurred for children for whom payments are based on a fixed monthly rate instead of family budgets.
- Item 11. Boarding Home and Institutional Care of Adults - Enter the number of persons and the obligations incurred from the General Relief or county indigent fund for the care of adults if they are living in a home or institution under a specific board and care agreement and are not receiving OAS, ANB, or APSB concurrently.

(Section Continued on Next Page)

~~S-149
Reported~~

S-162 (Continued)

S-162

Item 1b. Reinvestigations Becoming Due This Month - Enter the number of reinvestigations which fell due during the current month. Do not report a reinvestigation as due if aid was discontinued during the past year and has not been restored.

Item 2. Reinvestigations Disposed of - Enter the sum of Items 2a and 2b. Report in these items only the disposition of reinvestigations that were due in the current month or overdue from a previous month; reinvestigations completed in advance of the anniversary month are to be shown in Item 4.

Item 2a. Reinvestigations Completed - Enter the number of cases on which the reinvestigations were completed during the current month.

A reinvestigation is completed when the investigation has been reviewed and/or the Applicant's Affirmation of Eligibility form signed on the reverse by the case worker or other authorized person.

Item 2b. Reinvestigations Canceled Because of Discontinuance Prior to Completion of Reinvestigation - Enter the number of overdue reinvestigations that were canceled because the cases were discontinued prior to completion of the reinvestigation.

Item 3. Total Reinvestigations Overdue at End of This Month - Enter the difference between Item 1 and Item 2. This entry should also equal the sum of Items 3a and 3b.

Item 3a. Reinvestigations Overdue 12 Months or More - Enter the number of cases whose reinvestigations fell due 12 months ago or more and have not yet been completed. This means that at least two years have elapsed since a reinvestigation was last completed on the case.

Item 3b. Reinvestigations Overdue Less Than 12 Months - Enter the number of pending reinvestigations that have been overdue less than 12 months. This entry should equal the sum of the entries in Section B.

(W&IC 115, 116)

S-164 SECTION B, ANALYSIS OF CASES FOR WHICH REINVESTIGATION IS OVERDUE LESS THAN 12 MONTHS, FORM DPA 10

S-164

Enter a breakdown, by anniversary month and year, of reinvestigations still overdue at the end of the current month. The sum of these entries must equal the entry in Item 3b. Reinvestigations overdue 12 months or more are not included, but are shown in Item 3a.

(W&IC 115, 116)

S-150 SEMI-ANNUAL REPORT ON CHARACTERISTICS OF SAMPLE OF GENERAL RELIEF CASELOAD S-150

Each county shall submit semi-annually to the SDSW individual reports on residence and other characteristics of a sample of its General Relief caseload.

The SDSW will specify by bulletin the cases, the case characteristics to be reported, and the dates as of which the information is to be reported.

(W&IC 115, 116, 2506)

S-160 MONTHLY REPORT ON PUBLIC ASSISTANCE REINVESTIGATIONS OAS, ANB, APSB, ANC S-160

The Monthly Statistical Report on Public Assistance Reinvestigations, Form DPA 10, is designed for reporting the status of annual redeterminations of eligibility, i.e., reinvestigations, for OAS, ANB, APSB, and ANC. Separate columns are provided for reporting on OAS and ANC; ANB and APSB are combined under Aid to the Blind. All ANC cases are included in the ANC column, whether the children are in family groups or in boarding homes or institutions.

For OAS, ANB, and APSB each individual is counted as a case. For ANC, the count is determined by the number of Forms CA 206, Applicant's Affirmation of Eligibility, which are due or completed under county procedure.

Reinvestigations completed at the time of restoration of assistance are to be included in this report if an Applicant's Affirmation of Eligibility is completed and signed on the reverse by the case worker or other authorized person. Such reinvestigations should be reported as due and completed in the month in which the case is restored.

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

(W&IC 115, 116)

S-162 SECTION A, FORM DPA 10 S-162

Item 1. Reinvestigations Due or Overdue - Enter the sum of Items 1a and 1b.

Item 1a. Reinvestigations Reported as Overdue in Item 3 of Last Month's Report - Enter the number of overdue reinvestigations pending from prior months. This entry should agree with Item 3 of last month's report. If Item 3 of last month's report was in error, the correct figure shall be shown in Item 1a and an explanation of the difference shall be made in a footnote, ~~or on the reverse side of the report form.~~

(Section Continued on Next Page)

S-166 SECTION C, ITEM 4, REINVESTIGATIONS COMPLETED PRIOR TO
ANNIVERSARY MONTH, FORM DPA 10

S-166

Enter the number of reinvestigations that were completed in advance of the month when due. This will include cases whose anniversary month is to be changed, e.g., to agree with that of a spouse or some other recipient living in the same vicinity, as well as reinvestigations completed ahead of schedule. These should be reported in the month in which the reinvestigation was actually completed, and should not be reported again prior to the next reinvestigation.

Note: This item is completely separate from the other items and does not affect the balancing of the report.

(W&IC 115, 116)

COUNTY _____ REPORT FOR THE MONTH OF _____ 19____

PART A - REQUESTS FOR AID (Exclude Restorations and Transfers)

1. Pending from last month (Item 5 last month - Explain if adjusted).
2. Received during month.
3. Total during month (Item 1 plus 2)
4. Disposed of during month (Item 4a plus 4b)
- a. Applications signed (Same as Item 7, Col. 2).
- b. Requests withdrawn or canceled
5. Pending at end of month (Item 3 minus Item 4).

PART B - SIGNED APPLICATIONS

- | | Transfers In | Other Ap-
plications |
|--|--------------|-------------------------|
| 6. Pending from last month (Item 10 last month - Explain if adjusted) . | _____ | _____ |
| 7. Signed during month (Item 7a plus 7b; Col. 2 same as Item 4a). . . . | _____ | _____ |
| a. New applications | _____ | _____ |
| b. Reapplications (Previously on this aid). | _____ | _____ |
| 8. Total during month (Item 6 plus 7) | _____ | _____ |
| 9. Disposed of during month (Sum of Items 9a, 9b, and 9c) | _____ | _____ |
| a. Granted (Col.1 same as Item 12d; Col.2 same as Item 12a plus 12b). | _____ | _____ |
| b. Denied | _____ | _____ |
| c. Withdrawn or canceled. | _____ | _____ |
| 10. Pending at end of month (Item 8 minus 9; sum of Items 10a, 10b, and
10c; Item 6 next month) | _____ | _____ |
| a. Signed in current month. | _____ | _____ |
| b. Signed last month (Item 10b(1) plus 10b(2)). | _____ | _____ |
| (1) Signed 1st to 15th inclusive. | _____ | _____ |
| (2) Signed 16th through end of month. | _____ | _____ |
| c. Signed prior to last month | _____ | _____ |

PART C - CASES

11. Continued from last month (Item 15 last month - Explain if adjusted). _____
12. Granted during month (Sum of Items 12a through 12d). _____
- a. New applications _____
- b. Reapplications (Previously on this aid). _____
- c. Restorations granted _____
- d. Transfers from another county (Same as Item 9a, Col. 1). _____
13. Total active during month (Item 11 plus 12; also Item 13a plus 13b). _____
- a. Received assistance. _____
- b. Did not receive assistance _____
14. Discontinued during month (Sum of Items 14a, 14b, and 14c) _____
- a. Transfers to another county. _____
- b. Discontinued because of death. _____
- c. All other discontinuances. _____
15. Continued to next month (Item 13 minus 14; Item 11 next month) _____

PART D - OBLIGATIONS INCURRED

- | | Amount |
|--|----------|
| 16. Total obligations (Sum of Items 16a, 16b, and 16c) | \$ _____ |
| a. Federal share. | \$ _____ |
| b. State share. | \$ _____ |
| c. County share | \$ _____ |

Signature of Reporting Officer _____ Title _____ Date _____

State of California

Department of Social Welfare

AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS - MONTHLY STATISTICAL REPORT

COUNTY

REPORT FOR THE MONTH OF

19

PART A - REQUESTS FOR AID (EXCLUDE RESTORATIONS AND TRANSFERS)

1. PENDING FROM LAST MONTH (ITEM 5 LAST MONTH - Explain if adjusted).....
2. RECEIVED DURING MONTH.....
3. TOTAL DURING MONTH (ITEM 1 PLUS 2).....
4. DISPOSED OF DURING MONTH (ITEM 4A PLUS 4B).....
 - a. APPLICATIONS SIGNED (SAME AS ITEM 7, COL. 2).....
 - b. REQUESTS WITHDRAWN OR CANCELED.....
5. PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4).....

PART B - SIGNED APPLICATIONS

TRANSFERS IN

OTHER APPLICATIONS

6. PENDING FROM LAST MONTH (ITEM 10 LAST MONTH - Explain if adjusted).....
7. SIGNED DURING MONTH (Item 7a plus 7b; Col. 2 same as Item 4a)
 - a. NEW APPLICATIONS.....
 - b. REAPPLICATIONS (PREVIOUSLY ON THIS AID).....
8. TOTAL DURING MONTH (ITEM 6 PLUS 7).....
9. DISPOSED OF DURING MONTH (SUM OF ITEMS 9a, 9b, and 9c)
 - a. GRANTED (COL. 1 SAME AS ITEM 12D; COL. 2 SAME AS ITEM 12a PLUS 12b).....
 - b. DENIED.....
 - c. WITHDRAWN OR CANCELED.....
10. PENDING END OF MONTH (ITEM 8 MINUS 9; SUM OF ITEMS 10a, 10b, and 10c; Item 6 next month).....
 - a. Signed in current month.....
 - b. Signed last month (Item 10b(1) plus 10b(2))...
 - (1) Signed 1st to 15th inclusive.....
 - (2) Signed 16th through end of month.....
 - c. Signed prior to last month.....

PART C - CASES

11. CONTINUED FROM LAST MONTH (ITEM 15 LAST MONTH - EXPLAIN IF ADJUSTED).....
12. GRANTED DURING MONTH (SUM OF ITEMS 12A THROUGH 12E)
 - a. NEW APPLICATIONS.....
 - b. REAPPLICATIONS (PREVIOUSLY ON THIS AID).....
 - c. RESTORATIONS GRANTED.....
 - d. TRANSFERS FROM ANOTHER COUNTY (SAME AS ITEM 9A, COL. 1).....
 - e. TRANSFERS FROM ANB.....
13. TOTAL ACTIVE DURING MONTH (ITEM 11 PLUS 12; ALSO ITEM 13A PLUS 13B).....
 - a. RECEIVED ASSISTANCE.....
 - b. DID NOT RECEIVE ASSISTANCE.....
14. DISCONTINUED DURING MONTH (SUM OF ITEMS 14A THROUGH 14D).....
 - a. TRANSFERS TO ANOTHER COUNTY.....
 - b. TRANSFERS TO ANB.....
 - c. DISCONTINUED BECAUSE OF DEATH.....
 - d. ALL OTHER DISCONTINUANCES.....
15. CONTINUED TO NEXT MONTH (ITEM 13 MINUS 14; ITEM 11 NEXT MONTH).....

PART D - OBLIGATIONS INCURRED

16. TOTAL OBLIGATIONS (ITEM 16A PLUS 16B).....
 - a. STATE SHARE.....
 - b. COUNTY SHARE.....

Signature of Reporting Officer

TITLE

DATE

State of California

Department of Social Welfare

AID TO NEEDY BLIND MONTHLY STATISTICAL REPORT

COUNTY

REPORT FOR THE MONTH OF

19

PART A - REQUESTS FOR AID (Exclude Restorations and Transfers)

1. Pending from last month (Item 5 last month - Explain if adjusted)...
2. Received during month...
3. Total during month (Item 1 plus 2)...
4. Disposed of during month (Item 4a plus 4b) ...
 - a. Applications signed (Same as Item 7, Col. 2) ...
 - b. Requests withdrawn or canceled ...
5. Pending at end of month (Item 3 minus Item 4)...

PART B - SIGNED APPLICATIONS

Transfers In

Other Applications

6. Pending from last month (Item 10 last month - Explain if adjusted) .
7. Signed during month (Item 7a plus 7b; Col. 2 same as Item 4a) . . .
 - a. New applications . . .
 - b. Reapplications (Previously on this aid) . . .
8. Total during month (Item 6 plus 7) . . .
9. Disposed of during month (Sum of Items 9a, 9b, and 9c) . . .
 - a. Granted (Col. 1 same as Item 12d; Col. 2 same as Item 12a plus 12b)
 - b. Denied . . .
 - c. Withdrawn or canceled. . .
10. Pending at end of month (Item 8 minus Item 9; Sum of Items 10a, 10b, and 10c; Item 6 next month). . .
 - a. Signed in current month. . .
 - b. Signed last month (Item 10b(1) plus 10b(2)). . .
 - (1) Signed 1st to 15th inclusive. . .
 - (2) Signed 16th through end of month. . .
 - c. Signed prior to last month . . .

XXXXXX

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Revised

PART C - CASES

11. Continued from last month (Item 15 last month - Explain if adjusted) . . .
12. Granted during month (Sum of Items 12a through 12e). . .
 - a. New applications . . .
 - b. Reapplications (Previously on this aid) . . .
 - c. Restorations granted . . .
 - d. Transfers from another county (Same as Item 9a, Col. 1). . .
 - e. Transfers from APSB . . .
13. Total active during month (Item 11 plus 12; also Item 13a plus 13b).
 - a. Received assistance. . .
 - b. Did not receive assistance . . .
14. Discontinued during month (Sum of Items 14a through 14d) . . .
 - a. Transfers to another county. . .
 - b. Transfers to APSB. . .
 - c. Discontinued because of death. . .
 - d. All other discontinuances. . .
15. Continued to next month (Item 13 minus 14; Item 11 next month) . . .

PART D - OBLIGATIONS INCURRED

AMOUNT

16. Total obligations (Sum of Items 16a, 16b, and 16c) . . . \$
- a. Federal share. . . \$
- b. State share. . . \$
- c. County share . . . \$

Signature of Reporting Officer

Title

Date

State of California

FORM CA 237-BHI
AID TO NEEDY CHILDREN MONTHLY STATISTICAL REPORT
(BOARDING HOMES AND INSTITUTIONS)

Department of Social Welfare

COUNTY

REPORT FOR THE MONTH OF

19

PART A - REQUESTS FOR AID (Exclude Restorations and Transfers)

CHILDREN

1. Pending from last month (Item 5 last month - Explain if adjusted)
2. Received during month
3. Total during month (Item 1 plus 2)
4. Disposed of during month (Item 4a plus 4b)
 - a. Applications signed (Same as Item 7)
 - b. Requests withdrawn or canceled
5. Pending at end of month (Item 3 minus 4)

PART B - SIGNED APPLICATIONS (Exclude Inter-County Transfers)

6. Pending from last month (Item 10 last month; check and explain if adjusted)
7. Signed during month (Same as Item 4a)
8. Total during month (Item 6 plus 7)
9. Disposed of during month (Sum of Items 9a, 9b, and 9c)
 - a. Granted (Item 12a plus 12b)
 - b. Denied
 - c. Withdrawn or canceled
10. Pending at end of month (Item 8 minus 9; Sums of Items 10a, 10b, and 10c)
 - a. Signed in current month
 - b. Signed last month (Item 10b(1) plus 10b(2))
 - (1). Signed 1st to 15th inclusive
 - (2). Signed 16th through end of month
 - c. Signed prior to last month

PART C - CASES

11. Continued from last month (Sum of Items 11a and 11b)
 - a. Item 15 last month
 - b. Inventory adjustments (Explain on reverse of this form)
12. Granted during month (Sum of 12a through 12e)
 - a. New applications
 - b. Reapplications
 - c. Restorations granted
 - d. Transfers from a family group
 - e. Transfers from another county
13. Total active during month (Item 11 plus 12; also Item 13a plus 13b)
 - a. Received ANC . . . (Number living in institutions)
 - b. Did not receive ANC
14. Discontinued during month (Sum of Items 14a, 14b, and 14c)
 - a. Transfers to another county
 - b. Transfers to a family group
 - c. All other discontinuances
15. Continued to next month (Item 13 minus 14)

PART D - OBLIGATIONS INCURRED

AMOUNT

16. Total obligations (Sum of Items 16a and 16b)
 - a. Amount in which state and county participate
 - (1) State share
 - (2) County share
 - b. Total supplemental county aid in excess of participating base (1 plus 2)
 - (1) Cash
 - (2) Kind

Signature of Reporting Officer
Form CA 237-BHI, May 1952

Title

Date

STATE OF CALIFORNIA

AID TO NEEDY CHILDREN MONTHLY STATISTICAL REPORT
(FAMILY GROUPS)

DEPARTMENT OF SOCIAL WELFARE

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6

COUNTY _____

REPORT FOR THE MONTH OF _____ 19__

PART A — REQUESTS FOR AID (EXCLUDE RESTORATIONS AND TRANSFERS)	FAMILIES	CHILDREN (ITEMS 12, 13A AND 14 REQUIRED)
1. PENDING FROM LAST MONTH (ITEM 5 LAST MONTH — EXPLAIN IF ADJUSTED).....	_____	_____
2. RECEIVED DURING MONTH.....	_____	_____
3. TOTAL DURING MONTH (ITEM 1 PLUS 2).....	_____	_____
4. DISPOSED OF DURING MONTH (ITEMS 4A PLUS 4B).....	_____	_____
a. APPLICATIONS SIGNED (SAME AS ITEM 7).....	_____	_____
b. REQUESTS WITHDRAWN OR CANCELED.....	_____	_____
5. PENDING AT END OF MONTH (ITEM 3 MINUS ITEM 4).....	_____	_____
PART B — SIGNED APPLICATIONS (EXCLUDE INTER-COUNTY TRANSFERS)		
6. PENDING FROM LAST MONTH (ITEM 10 LAST MONTH; ☐ CHECK AND EXPLAIN IF ADJUSTED).....	_____	_____
7. SIGNED DURING MONTH (SAME AS ITEM 4A).....	_____	_____
8. TOTAL DURING MONTH (ITEM 6 PLUS 7).....	_____	_____
9. DISPOSED OF DURING MONTH (SUM OF ITEMS 9A, 9B, and 9C)....	_____	_____
a. GRANTED (Item 12a plus 12b).....	_____	_____
b. DENIED.....	_____	_____
c. WITHDRAWN OR CANCELED.....	_____	_____
10. PENDING AT END OF MONTH (ITEM 8 MINUS 9; SUM OF ITEMS 10A, 10b, and 10c).....	_____	_____
a. Signed in current month.....	_____	_____
b. Signed last month (Items 10b(1) plus 10b(2)).....	_____	_____
(1) Signed 1st to 15th inclusive.....	_____	_____
(2) Signed 16th to end of month.....	_____	_____
c. Signed prior to last month.....	_____	_____
PART C — CASES		
11. CONTINUED FROM LAST MONTH (SUM OF ITEMS 11A AND 11B)....	_____	_____
a. ITEM 15 LAST MONTH.....	_____	_____
b. INVENTORY ADJUSTMENTS (EXPLAIN ON REVERSE OF THIS FORM).....	_____	_____
12. GRANTED DURING MONTH (SUM OF ITEMS 12A THROUGH 12B).....	_____	_____
a. NEW APPLICATIONS.....	_____	_____
b. REAPPLICATIONS.....	_____	_____
c. RESTORATIONS GRANTED.....	_____	_____
d. TRANSFERS FROM BOARDING HOME OR INSTITUTION.....	_____	_____
e. TRANSFERS FROM ANOTHER COUNTY.....	_____	_____
13. TOTAL ACTIVE DURING MONTH (ITEMS 11 PLUS 12; ALSO ITEM 13A PLUS 13B).....	_____	_____
a. RECEIVED ANC... (F.B.U.* WITH ONE OR MORE ADULTS ☐).....	_____	_____
b. DID NOT RECEIVE ANC.....	_____	_____
14. DISCONTINUED DURING MONTH (SUM OF ITEMS 14A, 14B, AND 14C).....	_____	_____
a. TRANSFERS TO ANOTHER COUNTY.....	_____	_____
b. TRANSFERS TO A BOARDING HOME OR INSTITUTION.....	_____	_____
c. ALL OTHER DISCONTINUANCES.....	_____	_____
15. CONTINUED TO NEXT MONTH (ITEM 13 MINUS 14).....	_____	_____
PART D — OBLIGATIONS INCURRED		
16. TOTAL OBLIGATIONS (SUM OF ITEMS 16A AND 16B).....		AMOUNT
a. AMOUNT IN WHICH FEDERAL, STATE, AND COUNTY PARTICIPATE		\$ _____
(1) FEDERAL SHARE.....	\$ _____	\$ _____
(2) STATE SHARE.....	\$ _____	\$ _____
(3) COUNTY SHARE.....	\$ _____	\$ _____
b. TOTAL SUPPLEMENTAL COUNTY AID IN EXCESS OF PARTICIPATING BASE (1 PLUS 2).....		\$ _____
(1) CASH.....	\$ _____	\$ _____
(2) KIND.....	\$ _____	\$ _____

*Family Budget Unit

SIGNATURE OF REPORTING OFFICER _____

TITLE _____

DATE _____

~~7~~

State of California

FORM DPA 10

Department of Social Welfare

MONTHLY STATISTICAL REPORT ON
PUBLIC ASSISTANCE REINVESTIGATIONS

COUNTY _____

REPORT FOR THE MONTH OF _____, 19____

SECTION A.

	OAS	ANB & APSB	ANC
1. Reinvestigations due or overdue (sum of Items 1a and 1b)			
a. Reinvestigations reported as overdue in Item 3 of last month's report			
b. Reinvestigations becoming due <u>this month</u>			
2. Reinvestigations disposed of (sum of Items 2a and 2b)			
a. Reinvestigations completed			
b. Reinvestigations canceled because of discontinuance prior to completion of reinvestigation			
3. Total reinvestigations overdue at end of <u>this month</u> (Item 1 minus Item 2; also Item 3a plus 3b)			
a. Reinvestigations overdue 12 months or more			
b. Reinvestigations overdue less than 12 months			

SECTION B. ANALYSIS OF CASES FOR WHICH REINVESTIGATION IS OVERDUE LESS THAN 12 MONTHS
(CASES INCLUDED IN ITEM 3b)

MONTH-YEAR	OAS	ANB & APSB	ANC	MONTH-YEAR	OAS	ANB & APSB	ANC
Jan. 19____.				July 19____.			
Feb. 19____.				Aug. 19____.			
Mar. 19____.				Sept. 19____.			
April 19____.				Oct. 19____.			
May 19____.				Nov. 19____.			
June 19____.				Dec. 19____.			

SECTION C.

4. Reinvestigations completed prior to anniversary month

OAS

ANB & APSB

ANC

(Signature of person reporting) _____

Title _____

Form DPA 10, Revised March 1950

CALIFORNIA-SDSW-MANUAL-STAT

Effective August 1, 1952

STATE OF CALIFORNIA

FORM GR 237

DEPARTMENT OF SOCIAL WELFARE

GENERAL RELIEF MONTHLY STATISTICAL REPORT

COUNTY _____

REPORT FOR THE MONTH OF _____

19__

A. REQUESTS FOR GENERAL RELIEF DURING MONTH	CASES	PERSONS
1. TOTAL REQUESTS FOR FINANCIAL ASSISTANCE DURING MONTH.....	_____	_____
B. GENERAL HOME RELIEF CASES		
2. CONTINUED FROM LAST MONTH (ITEM 6 LAST MONTH).....	_____	_____
3. TOTAL ADDED DURING MONTH (ITEM 3A PLUS 3B).....	_____	_____
a. NEW: NEVER PREVIOUSLY RECEIVED GENERAL HOME RELIEF.....	_____	_____
b. REOPENED: PREVIOUSLY RECEIVED GENERAL HOME RELIEF.....	_____	_____
4. TOTAL ACTIVE DURING MONTH (ITEM 2 PLUS 3; ALSO ITEM 4A PLUS 4B).....	_____	_____
a. RECEIVED GENERAL HOME RELIEF (SAME AS ITEM 7, COL. 1 & 2)...	_____	_____
b. RECEIVED NO GENERAL HOME RELIEF.....	_____	_____
5. TOTAL DISCONTINUED DURING MONTH (SUM OF ITEMS 5A THROUGH 5L)....	_____	_____
a. DEATH.....	_____	_____
b. EMPLOYMENT OR INCREASED EARNINGS.....	_____	_____
c. SUPPORT FROM RELATIVES OR FRIENDS.....	_____	_____
d. OTHER CHANGE IN ECONOMIC CIRCUMSTANCES.....	_____	_____
e. CHANGE IN LAW OR AGENCY POLICY.....	_____	_____
f. REFUSAL TO COMPLY WITH AGENCY POLICY.....	_____	_____
g. EXCESS PROPERTY.....	_____	_____
h. ADMITTED TO INSTITUTION.....	_____	_____
i. RECEIPT OF ANOTHER TYPE OF PUBLIC ASSISTANCE.....	_____	_____
j. RETURNED TO LEGAL RESIDENCE.....	_____	_____
k. LOST CONTACT.....	_____	_____
l. OTHER (SPECIFY).....	_____	_____
6. CONTINUED TO NEXT MONTH (ITEM 4 MINUS 5; ITEM 2 NEXT MONTH).....	_____	_____

C. OBLIGATIONS INCURRED FOR GENERAL HOME RELIEF: DETAIL FOR CASES REPORTED UNDER ITEM 4A, PART B	RECIPIENTS	CASES (1)	PERSONS (2)	OBLIGATIONS INCURRED DURING MONTH		
				CASH (3)	KIND (4)	TOTAL (5)
7. TOTAL RECIPIENTS (7A PLUS 7B; SAME AS 4A)				\$	\$	\$
a. FAMILY CASES.....				XXXXXXXXXXXX	XXXXXXXXXXXX	
b. ONE-PERSON CASES.....				XXXXXXXXXXXX	XXXXXXXXXXXX	

D. SUPPLEMENTATION OF OAS, ANB, AND APSB (DO NOT INCLUDE AMOUNTS ELSEWHERE IN THIS OR OTHER STATISTICAL REPORTS)	PERSONS	OBLIGATIONS
8. SUPPLEMENTAL AID FROM COUNTY FUNDS TO OAS RECIPIENTS.....	_____	\$ _____
9. SUPPLEMENTAL AID FROM COUNTY FUNDS TO ANB OR APSB RECIPIENTS.....	_____	\$ _____
E. OTHER GENERAL RELIEF FROM COUNTY INDIGENT FUND (EXCLUDE PERSONS OR OBLIGATIONS REPORTED IN PARTS B, C, OR D, OR AID FROM SOURCES OTHER THAN INDIGENT FUND)		
10. BOARDING HOME AND INSTITUTIONAL CARE OF CHILDREN (EXCLUDE ANC CASES)	_____	\$ _____
11. BOARDING HOME AND INSTITUTIONAL CARE OF ADULTS (EXCLUDE OAS, ANB, OR APSB)	_____	\$ _____
12. HOSPITALIZATION (INCLUDING AMBULANCE SERVICE FROM GR FUNDS).....	_____	\$ _____
13. MEDICAL AND DENTAL CARE.....	_____	\$ _____
14. BURIALS.....	_____	\$ _____
15. SHORT-TERM CARE (3 DAYS OR LESS).....	_____	\$ _____
16. TRANSPORTATION COSTS TO PLACE OF RESIDENCE.....	_____	\$ _____
17. OTHER (SPECIFY).....	_____	\$ _____

SIGNATURE OF REPORTING OFFICER _____

TITLE _____

DATE _____

FORM GR 237, REVISED MAY 1952

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schutland
(Signature)

Director
(Title)

6-27-52
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 466 (Merit System)
DEPARTMENT BULLETIN NO. 467 (Stat)

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 103.6, 114b, 119.5, and 119.6 on June 16, 1952, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are to be effective immediately upon filing with the Secretary of State, since this has been found necessary for the immediate preservation of the public peace, health and safety or general welfare and that notice and public procedure thereon are impracticable, unnecessary or contrary to the public interest.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:57 P.M.

FRANK M. JORDAN, Secretary of State
By *dmj*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
June 4, 1952

W41C 115, 116
103, 103.5, 103.6, 1148
ENDORSED
FILED

in the Office of the Secretary of State
of the State of California

JUN 30 1952

At 3:57 o'clock P.M.

FRANK M. JORDAN, Secretary of State
By CHAS. J. HAGERTY
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 467 (STAT)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

Subject: Statistical Report on Notification
to District Attorneys on Aid to
Needy Children Cases

The Federal Security Agency requires the State to submit a statistical report covering notifications to district attorneys* (or other proper law-enforcement officials) on ANC family cases which were active in June 1952 and which were subject to provisions of W&IC 1552.4, Sec. C-245 of the Manual of Policies and Procedures - Aid to Needy Children, and as outlined in ANC Circular Letter No. 3. In addition to the data required by the Federal Security Agency, information on the number of reports received from the district attorney (Item 3, Column II) is required by the SDSW.

A report on Form Temp. 174 shall be submitted by each county. A supply of 5 forms is enclosed for each county welfare department. Please address questions regarding completion of the report and requests for additional forms to the Bureau of Research and Statistics, 616 K Street, Sacramento 14, California.

One copy of this report shall be submitted to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento by July 25, 1952.

Note: The Federal Security Agency is also requiring a report on the continuing effect of notices sent to the proper law enforcement officials. The report will be monthly beginning with July 1952 and will run for at least one year. The form and instructions are being prepared.

INSTRUCTIONS FOR COMPLETION

PART A. Status of ANC Family Cases Subject to District Attorney Notification

This section is a report of the number of families and the number of children considered to have been deserted or abandoned (do not include ANC cases in boarding homes or institutions). All family cases that were open for Aid to Needy Children in June 1952 and to which the notification requirement was applicable shall be included in the report.

Entries in Columns I and II

For all items, the entry in Column I should be the number of families affected. The entries in Column II, however, should include for these families only the children who were considered to have been deserted or abandoned.

* "District Attorney" shall be construed to include other proper law enforcement officials.

Item 1. Total Cases Subject to Notification - Enter the sum Items 1a and 1b.

Item 1a. District Attorney Notified - Enter the number of families (Column I) and children (Column II) in the cases about which the district attorney was notified. If separate notices are sent for each deserting parent in a family, report an unduplicated count of the number of families and children affected rather than the number of notices sent.

Item 1b. District Attorney Not Notified - Enter the number of families (Column I) and children (Column II), if any, in which the district attorney had not been notified by June 30, 1952.

PART B. Length of Absence of Parents as of July 1, 1952

Use this section for showing the number of parents who by June 30, 1952, had been reported to the district attorney, and the length of absence (computed as of July 1, 1952).

Item 2. Total Parents Reported to District Attorney - Enter the total number of parents who had been reported to the district attorney by June 30, 1952. This entry should equal the sum of Items 2a through 2e and should be the same as Item 3, Column I. If the report includes cases in which more than one parent has deserted or abandoned the children receiving aid, the total number of absent parents will be more than the number of families reported in Item 1a. In cases in which the district attorney has been notified that the same parent has deserted two or more families, the parent shall be counted more than once since the length of absence will be different for each family. If this occurs, count the parent more than once under "whereabouts," Item 3.

Item 2a. Absent Less than 3 Months - Enter the number of parents who, on July 1, 1952, had been absent less than 3 months.

Item 2b. Absent 3 Months, But Less Than 1 Year - Enter the number of parents who, on July 1, 1952, had been absent at least 3 months but less than 1 year.

Item 2c. Absent 1 Year, But Less Than 5 Years - Enter the number of parents who, on July 1, 1952, had been absent at least 1 year but less than 5 years.

Item 2d. Absent 5 years or longer - Enter the number of parents who, on July 1, 1952, had been absent at least 5 years or longer.

Item 2e. Length of Absence Unknown - Enter the number of parents whose length of absence is unknown.

PART C. Whereabouts of the Absent Parents

Item 3. Total Number of Absent Parents - Enter the total number of absent parents about whom the district attorney was informed. Report each parent, according to whether or not a report has been received from the district attorney. The entry in Column I shall be the same as the entry in Item 2.

Item 3a. Whereabouts Unknown - Enter the number of absent parents whose whereabouts was currently unknown according to the information available to the agency.

Item 3b. Whereabouts Known - Enter the total number of absent parents whose whereabouts was known according to the information available to the agency.

Item 3b(1). In California - Enter the number of absent parents known to be in California.

Item 3b(2). Out of California - Enter the number of absent parents known to be out of California.

Counties will, no doubt, find it most practical to assemble data for this report by use of individual case schedules or line schedules listing items required for each case involved. The following items are suggested for recording on such schedules:

1. Case Number
2. Case Name
3. Worker
4. Number of children deserted or abandoned by parent(s)
5. District Attorney notified regarding parent(s) - Yes or No
6. Data on each parent who has deserted or abandoned the above children
 - a. Whereabouts
 - (1) Unknown
 - (2) In California
 - (3) Outside of California
 - b. District Attorney Notified - Yes or No
 - c. Report received from District Attorney - Yes or No
 - d. Date deserted or abandoned
 - e. Length of absence (prior to July 1, 1952) in months and years.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

AID TO NEEDY CHILDREN - SPECIAL REPORT FOR JUNE 1952

REPORT ON NOTIFICATIONS TO DISTRICT ATTORNEYS*
(Under W&IC Sec. 1552.4)

County _____

PART A. STATUS OF ANC FAMILY CASES SUBJECT TO DISTRICT ATTORNEY NOTIFICATION	Families (I)	Children (II)	
1. Total Cases Subject to Notification (Item 1a plus 1b)			
a. District Attorney Notified			
b. District Attorney Not Notified			
PART B. LENGTH OF ABSENCE OF PARENTS AS OF JULY 1, 1952	Parents		
2. Total Parents Reported to District Attorney (Sum of Items 2a through 2e)			
a. Absent Less Than 3 Months			
b. Absent 3 Months, but Less Than 1 Year			
c. Absent 1 Year, but Less Than 5 Years			
d. Absent 5 Years or Longer			
e. Length of Absence Unknown			
PART C. WHEREABOUTS OF ABSENT PARENTS	Total (I)	Reports from District Attorney	
		Received (II)	Not Received (III)
3. Total Parents Reported to District Attorney (Same as Item 2; Sum of Items 3a and 3b)			
a. Whereabouts Unknown			
b. Whereabouts Known (Sum of (1) and (2))			
(1) In California			
(2) Out of California			

* Exclude notifications for children in boarding homes and institutions.
 "District Attorney" shall be construed to include other proper law enforcement officials.

Signature of Reporting Officer _____ Date _____

Title _____

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 4, 1952

DEPARTMENT BULLETIN NO. 467 (STAT)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

Subject: Statistical Report on Notification
to District Attorneys on Aid to
Needy Children Cases

The Federal Security Agency requires the State to submit a statistical report covering notifications to district attorneys* (or other proper law-enforcement officials) on ANC family cases which were active in June 1952 and which were subject to provisions of W&IC 1552.4, Sec. C-245 of the Manual of Policies and Procedures - Aid to Needy Children, and as outlined in ANC Circular Letter No. 3. In addition to the data required by the Federal Security Agency, information on the number of reports received from the district attorney (Item 3, Column II) is required by the SDSW.

A report on Form Temp. 174 shall be submitted by each county. A supply of 5 forms is enclosed for each county welfare department. Please address questions regarding completion of the report and requests for additional forms to the Bureau of Research and Statistics, 616 K Street, Sacramento 14, California.

One copy of this report shall be submitted to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento by July 25, 1952.

Note: The Federal Security Agency is also requiring a report on the continuing effect of notices sent to the proper law enforcement officials. The report will be monthly beginning with July 1952 and will run for at least one year. The form and instructions are being prepared.

INSTRUCTIONS FOR COMPLETION

PART A. Status of ANC Family Cases Subject to District Attorney Notification

This section is a report of the number of families and the number of children considered to have been deserted or abandoned (do not include ANC cases in boarding homes or institutions). All family cases that were open for Aid to Needy Children in June 1952 and to which the notification requirement was applicable shall be included in the report.

Entries in Columns I and II

For all items, the entry in Column I should be the number of families affected. The entries in Column II, however, should include for these families only the children who were considered to have been deserted or abandoned.

* "District Attorney" shall be construed to include other proper law enforcement officials.

Item 1. Total Cases Subject to Notification - Enter the sum of Items 1a and 1b.

Item 1a. District Attorney Notified - Enter the number of families (Column I) and children (Column II) in the cases about which the district attorney was notified. If separate notices are sent for each deserting parent in a family, report an unduplicated count of the number of families and children affected rather than the number of notices sent.

Item 1b. District Attorney Not Notified - Enter the number of families (Column I) and children (Column II), if any, in which the district attorney had not been notified by June 30, 1952.

PART B. Length of Absence of Parents as of July 1, 1952

Use this section for showing the number of parents who by June 30, 1952, had been reported to the district attorney, and the length of absence (computed as of July 1, 1952).

Item 2. Total Parents Reported to District Attorney - Enter the total number of parents who had been reported to the district attorney by June 30, 1952. This entry should equal the sum of Items 2a through 2e and should be the same as Item 3, Column I. If the report includes cases in which more than one parent has deserted or abandoned the children receiving aid, the total number of absent parents will be more than the number of families reported in Item 1a. In cases in which the district attorney has been notified that the same parent has deserted two or more families, the parent shall be counted more than once since the length of absence will be different for each family. If this occurs, count the parent more than once under "whereabouts," Item 3.

Item 2a. Absent Less than 3 Months - Enter the number of parents who, on July 1, 1952, had been absent less than 3 months.

Item 2b. Absent 3 Months, But Less Than 1 Year - Enter the number of parents who, on July 1, 1952, had been absent at least 3 months but less than 1 year.

Item 2c. Absent 1 Year, But Less Than 5 Years - Enter the number of parents who, on July 1, 1952, had been absent at least 1 year but less than 5 years.

Item 2d. Absent 5 years or longer - Enter the number of parents who, on July 1, 1952, had been absent at least 5 years or longer.

Item 2e. Length of Absence Unknown - Enter the number of parents whose length of absence is unknown.

PART C. Whereabouts of the Absent Parents

Item 3. Total Number of Absent Parents - Enter the total number of absent parents about whom the district attorney was informed. Report each parent, according to whether or not a report has been received from the district attorney. The entry in Column I shall be the same as the entry in Item 2.

Item 3a. Whereabouts Unknown - Enter the number of absent parents whose whereabouts was currently unknown according to the information available to the agency.

Item 3b. Whereabouts Known - Enter the total number of absent parents whose whereabouts was known according to the information available to the agency.

Item 3b(1). In California - Enter the number of absent parents known to be in California.

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Counties will, no doubt, find it most practical to assemble data for this report by use of individual case schedules or line schedules listing items required for each case involved. The following items are suggested for recording on such schedules:

1. Case Number
2. Case Name
3. Worker
4. Number of children deserted or abandoned by parent(s)
5. District Attorney notified regarding parent(s) - Yes or No
6. Data on each parent who has deserted or abandoned the above children
 - a. Whereabouts
 - (1) Unknown
 - (2) In California
 - (3) Outside of California
 - b. District Attorney Notified - Yes or No
 - c. Report received from District Attorney - Yes or No
 - d. Date deserted or abandoned
 - e. Length of absence (prior to July 1, 1952) in months and years.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

AID TO NEEDY CHILDREN - SPECIAL REPORT FOR JUNE 1952

REPORT ON NOTIFICATIONS TO DISTRICT ATTORNEYS*
(Under W&IC Sec. 1552.4)

County _____

PART A. STATUS OF ANC FAMILY CASES SUBJECT TO DISTRICT ATTORNEY NOTIFICATION	Families (I)	Children (II)
1. Total Cases Subject to Notification (Item 1a plus 1b)		
a. District Attorney Notified		
b. District Attorney Not Notified		

PART B. LENGTH OF ABSENCE OF PARENTS AS OF JULY 1, 1952	Parents
2. Total Parents Reported to District Attorney (Sum of Items 2a through 2e)	
a. Absent Less Than 3 Months	
b. Absent 3 Months, but Less Than 1 Year	
c. Absent 1 Year, but Less Than 5 Years	
d. Absent 5 Years or Longer	
e. Length of Absence Unknown	

PART C. WHEREABOUTS OF ABSENT PARENTS	Total (I)	Reports from District Attorney	
		Received (II)	Not Received (III)
3. Total Parents Reported to District Attorney (Same as Item 2; Sum of Items 3a and 3b)			
a. Whereabouts Unknown			
b. Whereabouts Known (Sum of (1) and (2))			
(1) In California			
(2) Out of California			

* Exclude notifications for children in boarding homes and institutions.
 "District Attorney" shall be construed to include other proper law enforcement officials.

Signature of Reporting Officer _____ Date _____

Title _____

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 4, 1952

DEPARTMENT BULLETIN NO. 467 (STAT)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

Subject: Statistical Report on Notification
to District Attorneys on Aid to
Needy Children Cases

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INSTRUCTIONS FOR COMPLETION

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PART B. Length of Absence of Parents as of July 1, 1952

Use this section for showing the number of parents who by June 30, 1952, had been reported to the district attorney, and the length of absence (computed as of July 1, 1952).

Item 2. Total Parents Reported to District Attorney - Enter the total number of parents who had been reported to the district attorney by June 30, 1952. This entry should equal the sum of Items 2a through 2e and should be the same as Item 3, Column I. If the report includes cases in which more than one parent has deserted or abandoned the children receiving aid, the total number of absent parents will be more than the number of families reported in Item 1a. In cases in which the district attorney has been notified that the same parent has deserted two or more families, the parent shall be counted more than once since the length of absence will be different for each family. If this occurs, count the parent more than once under "whereabouts," Item 3.

Item 2a. Absent Less than 3 Months - Enter the number of parents who, on July 1, 1952, had been absent less than 3 months.

Item 2b. Absent 3 Months, But Less Than 1 Year - Enter the number of parents who, on July 1, 1952, had been absent at least 3 months but less than 1 year.

Item 2c. Absent 1 Year, But Less Than 5 Years - Enter the number of parents who, on July 1, 1952, had been absent at least 1 year but less than 5 years.

Item 2d. Absent 5 years or longer - Enter the number of parents who, on July 1, 1952, had been absent at least 5 years or longer.

Item 2e. Length of Absence Unknown - Enter the number of parents whose length of absence is unknown.

PART C. Whereabouts of the Absent Parents

Item 3. Total Number of Absent Parents - Enter the total number of absent parents about whom the district attorney was informed. Report each parent, according to whether or not a report has been received from the district attorney. The entry in Column I shall be the same as the entry in Item 2.

Item 3a. Whereabouts Unknown - Enter the number of absent parents whose whereabouts was currently unknown according to the information available to the agency.

Item 3b. Whereabouts Known - Enter the total number of absent parents whose whereabouts was known according to the information available to the agency.

Item 3b(1). In California - Enter the number of absent parents known to be in California.

Item 3b(2). Out of California - Enter the number of absent parents known to be out of California.

Counties will, no doubt, find it most practical to assemble data for this report by use of individual case schedules or line schedules listing items required for each case involved. The following items are suggested for recording on such schedules:

1. Case Number
2. Case Name
3. Worker
4. Number of children deserted or abandoned by parent(s)
5. District Attorney notified regarding parent(s) - Yes or No
6. Data on each parent who has deserted or abandoned the above children
 - a. Whereabouts
 - (1) Unknown
 - (2) In California
 - (3) Outside of California
 - b. District Attorney Notified - Yes or No
 - c. Report received from District Attorney - Yes or No
 - d. Date deserted or abandoned
 - e. Length of absence (prior to July 1, 1952) in months and years.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

AID TO NEEDY CHILDREN - SPECIAL REPORT FOR JUNE 1952

REPORT ON NOTIFICATIONS TO DISTRICT ATTORNEYS*
(Under W&IC Sec. 1552.4)

County _____

PART A. STATUS OF ANC FAMILY CASES SUBJECT TO DISTRICT ATTORNEY NOTIFICATION	Families (I)	Children (II)
1. Total Cases Subject to Notification (Item 1a plus 1b) a. District Attorney Notified b. District Attorney Not Notified		

PART B. LENGTH OF ABSENCE OF PARENTS AS OF JULY 1, 1952	Parents
2. Total Parents Reported to District Attorney (Sum of Items 2a through 2e) a. Absent Less Than 3 Months b. Absent 3 Months, but Less Than 1 Year c. Absent 1 Year, but Less Than 5 Years d. Absent 5 Years or Longer e. Length of Absence Unknown	

PART C. WHEREABOUTS OF ABSENT PARENTS	Total (I)	Reports from District Attorney	
		Received (II)	Not Received (III)
3. Total Parents Reported to District Attorney (Same as Item 2; Sum of Items 3a and 3b) a. Whereabouts Unknown b. Whereabouts Known (Sum of (1) and (2)) (1) In California (2) Out of California			

* Exclude notifications for children in boarding homes and institutions.
 "District Attorney" shall be construed to include other proper law enforcement officials.

Signature of Reporting Officer _____ Date _____

Title _____

Certified as a Regulation (or
as Regulations) of the

Dept. of Public Welfare

(Name of State Agency)

Charles J. Schatz

(Signature)

Director

(Title)

6-27-52

(Date)

AREA OFFICES

LQS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Old Age Security Manual Letter No. 10.

These regulations were approved by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 114(b), 115 and 116, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective August 1, 1952, and are contained in the following manual sections:

A-1116	A-1376
A-1176	A-1598
A-1322	A-1600
A-1334	A-1605
A-1338	A-1610
A-1366	A-1615
A-1372	A-1620

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

Section A-1378 is being deleted from the manual.

Very sincerely yours,

[Signature]
Charles I. Schottland
Director

Attachments

The attached revisions numbered 46 through 66 and Chapter XVI are to be entered in your copy of the Manual of Policies and Procedures - Old Age Security and the revision numbers canceled on the inside of the manual cover.

These revisions and additions were adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Sec. A-1116 includes two important revisions. The first relates to determination of the amount of income available to the recipient from community income of the ineligible spouse. If the community income is from labor or employment, the needs of the employed spouse are now to be determined in accord with a Schedule of Allowances For An Employed Person. This schedule specifies amounts for particular items and gives recognition to the fact that an employed person has needs in excess of those of a person living on public assistance. If the employed spouse has community income other than employment as in the case of income from civil or military pensions, needs are determined in accord with OAS standards for basic and special needs.

The second major revision relates to Railroad Retirement Benefits. Recent amendment to the Railroad Retirement Act brought certain of its provisions in line with the requirements of the Federal Act governing Old Age and Survivors' Insurance. A revision to Sec. A-1116 provides for like treatment of income from these two sources.

Sec. A-1322 has been revised so that the procedure for submittal of Form AG 232 on OAS sample cases is consistent with that of new Sec. A-1605.

New Sec. A-1598 has been added to include in the manual a statement regarding the right of appeal to the county board of supervisors.

The following sections have been revised to bring them into conformity with the new Manual of Fiscal Policies and Procedures also adopted on June 16, 1952:

A-1176
A-1334
A-1366

A-1376
A-1372

Sec. A-1378 has been deleted since the subject of the Quarterly Repayment Report is covered in the fiscal manual.

Chapter XVI has been added to include the permanent sample procedure in this manual. Chapter XVI supersedes the entire Permanent Sample Procedures Chapter (Secs. 290-00 through 299-99) of the Manual of Policies and Procedures on August 1, 1952, and obsoletes on August 1, 1952, Department Bulletins No. 405 (Rev.) and 461 insofar as they apply to OAS.

In addition to revising Form AG 251, OAS Permanent Sample Schedule, to incorporate legislative changes regarding insurance and personal property, several important changes have been made to simplify reporting by:

1. Reducing the sample of cases in the existing caseload by one-half, from 4% to 2%. (Intake sample remains 4%)

2. Clarifying instructions and items, and

3. Simplifying the schedule so that entries can be made by check marks wherever possible.

Department Bulletin No. 462 is also obsolete on August 1, 1952, insofar as it pertains to Old Age Security.

~~Rev~~

The proper division of income with a spouse is subject to the following considerations:

First: Is the income separate or community?

Second: Is the income derived from earnings (either present or past) or from property (either real or personal)?

Third: If the income is derived from earnings (present or past) is it due to the work of the recipient or of the ineligible spouse?

A. DEFINITIONS

Separate income is that received from real or personal property representing the separate property of the owner. It also includes income resulting from employment or military service rendered prior to the present marriage such as civil or military pensions. If spouses enter into an agreement, either oral or written, whereby the applicant or recipient relinquishes his interest in the spouse's earnings, the income of the spouse shall be considered separate income from the date such agreement was made unless it is determined that the agreement was made for the purpose of qualifying for aid or for a greater amount of aid.

Community income is that received from the labor or employment of husband or wife during the marriage or income received from community property. It also includes income resulting from employment or military service rendered during the marriage. If the marriage occurred during the period the service was rendered the income shall be considered community income. If it is determined that the spouses entered into an agreement whereby the applicant or recipient relinquished his interest in his spouse's earnings for the purpose of qualifying for aid or for a greater amount of aid the income from the spouse's earnings shall be treated as community income. (See Sec. A-700, Definitions.)

B. TREATMENT OF INCOME

Net income from real or personal community property shall be shared equally with the spouse, whether eligible or ineligible. This does not apply to income from separate property owned by either spouse. There shall be no arbitrary division of earnings of minor children. (See Sec A-1020, Liability of Responsible Relatives Within State)

If the recipient has community income from current earnings, or resulting from past employment (civil and military pensions, regular payments received because of industrial or unemployment compensation laws, etc.), he may allocate to his spouse a portion of such income. The amount allocated shall not exceed one-half of the income, and it shall not exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children.

If an ineligible spouse has community income from civil or military pensions, he may retain an amount of such community income sufficient to meet his needs, and those of his dependent children. His needs shall be determined in accord with the OAS standard for basic and special needs. After allowance is made for the needs of the ineligible
~~(a) Change in policy~~ (Section Continued on Next Page)

spouse, the balance shall be allocated to the recipient. However, if the needs of the ineligible spouse amount to less than one-half of the net income, one-half of such income shall be allocated to the recipient.

Net income received by the ineligible spouse from his labor or employment is the amount which he receives after all mandatory payroll deductions (such as income tax withholdings, unemployment insurance, OASI deductions, etc.) have been made.

If an ineligible spouse has community income from current earnings or from regular payments received because of industrial or unemployment compensation laws, if such payments are predicated on the fact that the individual is still in the labor market, (such as unemployment insurance payments, disability insurance payments, industrial accident compensation, etc.), he may retain from such net community income an amount sufficient to support himself in accordance with the following "Schedule of Allowances for an Employed Person".

SCHEDULE OF ALLOWANCES FOR AN EMPLOYED PERSON

<u>Items</u>	<u>Allowance</u>
FOOD	\$31.75
Meals away from home	as paid
CLOTHING	19.95
HOUSING - Share, as paid, not to exceed	32.50
HOUSEHOLD OPERATIONS	1.00
UTILITIES - Share, as paid, not to exceed	17.80
INCIDENTALS & PERSONALS	8.30
TRANSPORTATION	6.30
DRUGS, VITAMINS, MEDICINES, CLINIC ATTENDANCE	6.00

<u>Items</u>	<u>Allowance</u>
RECREATION	6.50
INSURANCE & EMERGENCIES	4.35

ADDITIONAL ITEMS

UNIFORM AND WORK CLOTHES	as paid
Extra Laundry	as paid
AUTOMOBILE AND OTHER TRANSPORTATION COSTS, if related to necessary transportation for employment	as paid
UNION AND PROFESSIONAL DUES AND EXPENSES	as paid
TELEPHONE	as paid
OTHER UNUSUAL MEDICAL NEEDS	as paid
DEBTS. Allowance shall be made for the payment of debts incurred by the ineligible spouse for the necessities of life. The validity of such debts shall be determined by the county on the basis of a county-wide policy in this regard.	as paid

If there are minor children dependent upon the earnings of the ineligible spouse, an additional amount shall be allowed to meet their needs on a realistic basis.

After allowance is made for the needs of the employed, ineligible spouse and his minor children, the balance shall be allocated to the recipient. However, if the needs of the ineligible spouse and minor children amount to less than one-half of the net income, one-half of such income shall be allocated to the recipient.

If the recipient has separate income from any source, the total amount of such net income must be applied toward his own need and no portion may be allocated to the spouse whether eligible or ineligible. (For exception see discussion on allocation of OASI benefits below.)

If an ineligible spouse has separate income from any source no portion of such income may be arbitrarily considered as income to the recipient. The extent to which the applicant or recipient is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received. (The legal liability of the ineligible spouse whose income is his or her separate income is determined in accord with the responsible relatives' scale.) (See Sec. A-1030, Relatives' Contribution Scale and Civil Code Secs. 155, 174, 175, and 176)

OASI or Railroad Retirement Benefits - If a recipient is receiving OASI or Railroad Retirement benefits, the apportionment to the spouse shall not continue after the spouse has reached the age of 65 and becomes eligible for payments. However, if the spouse files a claim for such benefits immediately when eligible to do so, apportionment may continue until the spouse receives an award. If the spouse refuses to file a claim, apportionment shall not continue after the month in which the 65th birthday is reached. If the spouse does not qualify for benefits, the apportionment may continue up to one-half of the amount received even though such benefits are the separate income of the person to whom they are paid. (See Sec. A-1170, Old Age and Survivor's Insurance Benefits)

~~(a) Change in Policy~~

Revised to include RR Retirement

Family Allowances for Dependents of Servicemen - If a serviceman's allowance is received by either of a couple, the ineligible spouse (unless otherwise stipulated by the serviceman) may be allocated as much thereof as is necessary for his own support and for his dependent children. For information regarding division of family allowances for dependents of servicemen, see Sec. A-1173, Family Allowances for Dependents of Servicemen. (W&IC 2003, 2020, 2140, 2142.5; AGO NS5164, 5187)

~~FISCAL SECTIONS OF OAS & ANB MANUALS~~

~~The OAS and ANB Manuals contain certain fiscal sections with which the social worker must be familiar. If the proposed Manual of Fiscal Policies and Procedures is adopted it will be necessary to revise certain sections of the Aid Manuals in order that their content will be consistent with the fiscal manual provisions.~~

~~Proposed revision to existing fiscal sections of the Aid Manuals follow. These were included with the fiscal manual material which was considered at the joint meeting with the County Welfare Policy Committee on May 14. When two numbers appear before the section title, the section should be adopted as a section to the OAS Manual and as a section to the ANB Manual.~~

A-1176 GENERAL RELIEF AS INCOME

~~B-562~~
~~(Rev.)~~

A-1176

~~B-562~~

General Relief granted to a categorical aid applicant or appellant pending the determination of his eligibility constitutes net income for the month within which it is received, and shall be taken into consideration in the computation of any retroactive or current categorical aid grant for such month(s).

If GR is granted in order to enable a recipient of categorical aid to meet special needs, the amount of GR constitutes income for the month within which it is received, to be related to the recipient's total needs for that month.

Emergency GR granted a recipient of categorical aid who has lost or spent his grant and given for the purpose of enabling him to meet his basic needs for the remainder of the month, if determined to be casual income, is not subject to collection or adjustment. If it is not determined to be casual income, it shall be treated as other income, with an adjustment of the categorical aid to be made within the current adjustment period or a repayment to be collected within the current adjustment period and to be reported to the SDSW as "In Lieu Repayments".

(W&IC 2020, 2140)

~~(W&IC 3075, 3084, 3460)~~

~~* Insert cross reference in OAS Sec. (See Sec. A-1310, Decrease in Grant and Sec. A-1312, Discontinuance of Aid.)~~

~~(a) To provide for reporting repayments of GR as "In Lieu Repayments" and to conform to F-370 of the new fiscal manual.~~

A. GENERAL INSTRUCTIONS

Whenever the board of supervisors, or its delegated agent, takes action on an OAS case (excepting new applications and reapplications), the case record shall contain a Notice of Change, Form Ag 232, showing the action taken, the date on which the action occurred and the signature, original or facsimile, of the county clerk or deputy or the delegated agent. The only exception to this requirement regarding signatures relates to copies of Notice of Change used by the county in its fiscal claim reconciliation procedure. Such copies need not show the signature if the county has a Batch Voucher, or other comparable transmittal showing the original signature of the county clerk or deputy or the delegated agent, and the date of approval. (See Secs. F-240 and F-300D of the Manual of Fiscal Policies and Procedures) A facsimile signature shall be affixed by or under the special authority of the county officer whose signature is thus affixed.

Copies of the following Notices of Change shall be submitted to the SDSW:

1. OAS Sample Cases (state case number ends in 22 or 88) for increases, decreases, discontinuances (including death) and restorations.
2. All other OAS cases-report all discontinuances for reasons other than death.

The Notice of Change, Form Ag 232, now makes no provision for designating "non-county" status. Pending revision of the form, "non-county" status shall be designated in the space above the state number in the upper right-hand corner if the recipient has not yet acquired one year of residence in the county (See Sec. A-550, Non-County Residence). Exception: This designation is not necessary if the county has a central control file on non-county cases which renders such designation unnecessary.

Form Ag 232, except as it provides for identifying information, is divided into sections, which are designated as Sections I, II, III, IV, and V.

Section I is used to report information regarding:

1. Type of change affecting the individual recipient. This includes decrease, increase, restoration, or discontinuance of the individual's grant.
2. Reason for Change--See Item C, below, Reporting Reason for Change on Notice of Change. The reason for discontinuance of aid to the individual is not recorded here but shall be shown in Section II of Form Ag 232. Instructions for completion of Section II of the Notice of Change are given in Item D, below.

(Section Continued on Next Page)

- ~~(a) Revised to include signature by delegated agent and to conform to proposed Fiscal Manual Secs. F-240 and F-300D.~~
- ~~(b) Revised to conform with Sec. A-1605 (proposed).~~

Section II is used to report the reason for discontinuance of aid to the individual.

Section III is used to report material change in economic circumstances when aid is discontinued.

Section IV is to be disregarded.

Section V is used to report action of the board of supervisors or its agent.

B. INSTRUCTIONS FOR RECORDING ON NOTICE OF CHANGE,
SECTION I

DECREASE, INCREASE, OR RESTORATION:

Column 1. The type of action is indicated by completing the information called for in the vertical columnar headings (2, 3, 4, etc.) in the space provided opposite "Decrease," "Increase," "Restoration," etc.

Pending revision of the present Form Ag 232, the amount of the existing authorization for continued payments (old rate) shall be recorded in Section I, Column (1) unless the county has printed its own Form Ag 232 and has already made provision for recording the "old rate" elsewhere on the form.

The effective date of an increase recorded in Section I may be a month(s) for which the recipient has already received a payment. If the existing authorization, i.e., the "old rate" as entered in Column (1) was not in effect during all months for which additional payment is being granted it is necessary to record the amount already paid (old rate) for each past month for which a retroactive or supplemental payment is to be paid.

The space provided under "Reason for Change" should be used to record this information for past months.

Column 2. Enter the date from which the change is effective, e.g., 8/1/51. If retroactive aid is paid as provided in Sec. A-1316, Retroactive Aid Payments, the month for which the retroactive payment was made should be entered in Column 2.

Column 3. Enter the monthly rate of aid granted from the effective date shown in Column 2. (If aid is restored effective from a day subsequent to the first day of the month, the monthly rate rather than the prorated amount shall be entered.)

(Section Continued on Next Page)

~~(a) Item F of this section which required completion of Section IV, Payment to County for Institutional Care Under W&IC 2160.7, of Form Ag 232 was deleted by SSWB action on July 27, 1951. This paragraph is now being corrected to agree with that deletion.~~

If retroactive aid is paid as provided in Sec. A-1316, Retroactive Aid Payments, enter the monthly rate of aid granted from the effective date shown in Column 2.

Column 4. Enter the total of all income received other than the OAS grant. (If need in excess of \$75 has not been established, the sum of Column 3 and Column 4 shall total \$75. The total may not exceed or be less than this amount.)

Column 5. Enter sources from which income other than OAS is received and amount received from each; e.g., son, John, contributes \$5 a month. The total of amounts of income from individual sources, as shown in Column 5 should agree with the figure entered in Column 4.

Column 6. No entry is made unless the total verified need exceeds \$75 a month in which case the total need per month is reported here; e.g., if the total need of the recipient is established as being \$80 a month this amount is entered in Column 6.

Column 7. If total need is established to be in excess of \$75 enter "Temp 158 Ag on file."

DISCONTINUANCE:

Enter in Column 2 the effective date of the discontinuance. Record the amount of the grant which is being discontinued in Column 1. Section II shall be completed for each discontinuance of aid to the individual.

REASON FOR CHANGE:

See Item C, below, Reporting Reason for Change on Notice of Change.

One Form Ag 232 may be used to report two actions on the same case provided both actions occur on the same day.

Example: Aid is increased on Oct. 15, effective Nov. 1, due to verified need in excess of \$75. On the same date, aid is decreased effective Dec. 1, as the special need exists for only one month.

If one Form Ag 232 is used to report two actions, the information reported in Columns 5 and 7 should refer to the first action. Report the necessary information to explain the second action under "Reason for Change."

If aid is restored following release from the county hospital or infirmary, restoration action is reported opposite "Restoration."

C. REPORTING REASON FOR CHANGE ON NOTICE OF CHANGE

If the reason for change (except discontinuance of aid to the individual) is clearly indicated by the entries in the vertical columns opposite the particular type of change which is effective, it need not be repeated under this heading. Report any additional information in this space. If a recipient's aid is discontinued, the reason shall be reported in Section II of Form Ag 232.

(Section Continued on Next Page)

~~(a) Item F of this section which required completion of Section IV, Payment to County for Institutional Care Under W&IC 2160.7, of Form Ag 232 was deleted by SSWB action on July 27, 1951. This paragraph is now being corrected to agree with that deletion.~~

~~26~~

Change of a recipient's name, due to marriage, court order, or for other reasons, shall be reported under "Reason for Change."

If guardianship is changed or vacated, this shall be reported under "Reason for Change."

The month or months for which suspended payment was canceled shall be reported under "Reason for Change." (See Sec. A-1326, Cancellation of Warrants for Months During Which Recipient Was Ineligible Under Suspension Procedure)

In reporting restoration following release from a public institution, the exact date of release shall be reported here. In reporting restorations for other reasons, information should be entered here as to the exact date and the reason the recipient became eligible subsequent to discontinuance of aid.

When reporting restoration of aid following a discontinuance because of employment, report the date the recipient's request for restoration of aid was signed. If all of the facts have been determined when investigation is completed by action restoring aid, report "eligibility established." If aid is conditionally restored because the fact of eligibility has not been established at the time the action was taken, record "conditional restoration - presumptive eligibility." (See Sec. A-284, Reapplication or Restoration Following Discontinuance Due to Employment, for further instructions regarding reporting on conditional restorations.)

If for any reason no federal participation is available in the payment authorized for specific months, the specific period for which payment is to be claimed "non-federal" shall be noted under "Reason for Change." (See Sec. A-1352, When Federal Participation is Available)

D. DISCONTINUANCE OF AID TO THE INDIVIDUAL RECIPIENT,
SECTION II, OF NOTICE OF CHANGE

Item A. Date of ineligibility discovered--Enter the date on which the facts causing discontinuance of aid to the recipient came to the attention of the county.

Item B. Date of last previous county investigation--Enter the date on which the county investigation preceding the one resulting in discontinuance of aid to the recipient was completed.

Item C. Reason for discontinuance of aid to recipient--Check all applicable reasons for discontinuance which appear on the list. For example, if earnings of spouse (Item C3) and contributions from adult children (Item C5) result in the discontinuance of a case, check both Item C3 and Item C5.

If discontinuance is because of a recurring lump sum payment, check the appropriate item (C2 through - C8 only) to indicate the source of the payment. If the income was a recurring lump sum payment, specify "lump sum" immediately following the item checked. Under "remarks" report the amount of the lump sum payment, the specific source, and the period it is expected to meet the recipient's needs.

Portions of sub-section D not relevant
to changes not shown in this agenda

~~(a) To incorporate provisions of Department Bulletin No. 462~~

(Section Continued on Next Page)

E. MATERIAL CHANGES IN ECONOMIC CIRCUMSTANCES OF DISCONTINUED
CASES (EXCLUDE DEATH), SECTION III OF NOTICE OF CHANGE

Section III is to be completed for all discontinued cases except those discontinued because of death.

If two or more items in Section III apply in a given case, check the item appearing first on the list.

If discontinuance is because of a recurring lump sum payment, check the appropriate item (1 through 6 only) to indicate the source of the payment. X

Remainder of Section not relevant to changes not shown in this agenda
--

All aid paid shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The county shall at all times guarantee the cashing of warrants without discount. If it becomes necessary for the county to register its warrants, the SDSW shall be notified at once as to arrangements made.

1. with local banks for the immediate cashing of warrants at par on demand, or
2. through the State Department of Finance under the Provision of Sec. 29870 et seq. of the Government Code.

Aid in kind is not subject to state and federal participation.

Payment of aid shall be made directly to the recipient or authorized payee, except under certain conditions following death or in cases involving guardianship. (See Sec. A-1346, Payment When Grantee or Payee Dies) (W&IC 2140, 2183; Pol Code 4082; FSS Admin)

A-1366 SOURCE OF REPAYMENT
~~B-676~~
~~(Rev.)~~

A-1366
~~B-676~~

Repayments receivable (\$2 or more) shall be demanded within the limits of the California Civil Code and the Code of Civil Procedures from any and all resources (real and personal property) of the debtor, except that repayment shall not be demanded from:

1. The current grant or income required to meet the current need.
2. Real and personal property required to meet continuing needs. These are:
 - a. Real property: the home in which he lives or other property producing net income which contributes substantially toward meeting current need.
 - b. Personal property: household furniture, equipment and furnishings, personal effects, clothing, and an automobile, if such automobile has been determined to be necessary to his particular need.

Repayment may be demanded, within the provision of the probate code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse who is a recipient of aid, if the surviving spouse executes an agreement not to transfer or encumber such property without the consent of the county.

(W&IC 2006, 2140)
~~(W&IC 3008, 3075, 3407, 3460)~~

~~(a) To add Item 2 in order that the section will be in agreement with F-310, Item A of the new Fiscal Manual.~~

~~(b) Revised to incorporate new policy included in F-420 of the new Fiscal Manual.~~

~~A warrant canceled in error by the county auditor shall be reissued in the same date, number, and amount as the original warrant. (W&IC 3075, 3460; Gov. Code 29850, 29851, 29852, 29853)~~

A-1338 TIME LIMITATION ON WARRANTS
(Rev.)

A-1338

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date."

The warrant issue date shall not be counted in computing the last day of the six-month period. If the last day falls on a Sunday or a legal holiday, the day following is considered to be the last day.

Any claim arising from a valid authorization to pay aid resulting in the issuance of an aid warrant becomes void on the same date as the warrant. (W&IC 2140; Gov. Code 29802, AGO 49/242)

~~(a) Changed to bring into conformity with Sec F-310B and F-320C of the new Fiscal Manual.~~

~~(b) Changed in order that section will conform to F-320 C of the fiscal manual.~~

Procedures shall be established to safeguard the monies due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayments exists.
4. Periodic follow-up of all unpaid debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semi-annually. If circumstances justify, follow-up may well be made monthly.

The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

1. If, within a reasonable time from service of a Demand for Repayment (see Sec. A-1368), the repayment has not been made or a satisfactory

~~B-678~~

plan for repayment submitted, the debtor shall be requested to complete and sign a non-interest bearing Agreement to Reimburse Note (see suggested Forms B and C). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In the latter case and provided the amount due is \$50 or more, the debtor shall also be requested to execute a Confession of Judgment (see suggested Form D) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash loan or surrender values and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

(Continued)

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F-440 of new Fiscal Manual.~~

2. If the debtor is unwilling to execute a Confession of Judgment, the county shall file a suit unless the investigation prescribed in Sec. A-1370 has determined that the debtor does not own property ~~B-680~~ from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
 3. A Confession of Judgment given by the debtor or a judgment rendered as a result of suit shall be immediately recorded as a lien against all real property of the debtor, including such additional real property as the debtor may thereafter acquire.
 4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
 5. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, foreclosure shall not be initiated until after his death, at which time the county shall file a claim against his estate.
 6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate. (X)
- Any probates of estates of deceased recipients of OAS which indicate that the decedent may have been possessed of property in excess of the amount authorized by law shall be investigated further to determine if action under W&IC 2223 is in order. (See Sec. A-1364)
7. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 2006, ~~3008 and 3407~~, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.
 8. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:

(Continued)

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F-440 of new Fiscal Manual.~~

- a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
- b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.
- f. On W&IC 2223 and other actions in probate proceedings, there is no specific statute. However, suit must be instituted on a statutory cause of action within one year of issuance of letters testamentary or administration.

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures Sections 336 to 345, inclusive.)

If any debt appears to be in jeopardy because of the running of a Statute of Limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

(W&IC 2007, 2140)

~~(W&IC 3006, 3075, 3405, 3460)~~

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F-440 of new Fiscal Manual.~~

~~B-684~~
~~(Rev.)~~

Repayments receivable accounts are classified in three groups as follows:

1. Active Accounts
2. Inactive Accounts
3. Closed Accounts

All repayments receivable shall be classified initially as Active Accounts and shall be systematically followed for collection. Such accounts may be reclassified to inactive or closed status only as follows:

1. When the debt is fully repaid, the account is to be reclassified to Closed Accounts.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt, such accounts may be reclassified to Closed Accounts.
3. If the debt is discharged in bankruptcy proceedings, the account shall be reclassified to Closed Accounts.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. A-1372)
~~B-682~~
such accounts shall be reclassified to Closed Accounts.
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate, the account shall be reclassified to Closed Accounts.
6. If the debt is \$50 or more and the debtor is not currently possessed of resources from which the debt may be recovered, such accounts may be reclassified to inactive status provided the debt is first secured by agreement to reimburse note, confession of judgment, judgment lien, assigned insurance policies, or other security. All accounts classified in the inactive group shall be checked periodically against probate records (See Sec. A-1372 and Sec. A-1364)
~~B-682~~
for possible recovery upon death of the debtor through action in probate proceedings or through suit against heirs of the estate.
7. Other than as provided in this section, no repayment receivable account of \$50 or more shall be reclassified to closed or inactive status without prior written approval of SDSW. (W&IC 2140)
~~(W&IC 3075, 3460)~~

APPEAL TO THE BOARD OF SUPERVISORS

Reference to right of appeal to the Board of Supervisors was inadvertently omitted from both the Old Age Security and Aid to Needy Blind Manuals. The following merely refers to that right on the part of the individual who is dissatisfied with the county action.

~~B-749 APPEAL TO THE BOARD OF SUPERVISORS~~

~~B-749~~

~~A hearing by the board of supervisors, as an optional remedy prior to appeal to the State Social Welfare Board, is provided in W&IC 3087.5 and 3473.2.~~

A-1598 APPEAL TO THE BOARD OF SUPERVISORS

A-1598

A hearing by the board of supervisors, as an optional remedy prior to appeal to the State Social Welfare Board, is provided in W&IC 2181.1.

The Old Age Security Permanent Sample is designed to collect socio-economic data on a representative group of OAS cases. Information collected on the OAS Permanent Sample Schedule, Form Ag 251, will be used:

1. To prepare estimates on the cost and effect of proposed legislation.
2. To predict and evaluate the results of proposed departmental rulings, changes in procedures, etc.
3. To estimate the effects of changes in economic conditions, etc.
4. To provide basic socio-economic data on OAS for welfare administrators and other public officials, and for public information.
5. To provide information required for special and routine reports to the FSSA.

While this basic schedule is designed to furnish answers to the questions most frequently met, it is anticipated that additional questions will arise from time to time, e.g., during Legislative Sessions, which will require special studies. At such times the cases included in special studies will be drawn, as far as possible, from the Permanent Sample. The SDSW will make every attempt to minimize and routinize the work of the county welfare departments in providing additional data.

(W&IC 115, 116, 2140)

A-1605 NATURE OF THE OLD AGE SECURITY PERMANENT SAMPLE

A-1605

The OAS Permanent Sample consists of two parts:

1. Intake Sample - The intake sample will provide socio-economic data on new applications (including transfers from another county), reapplications, and restorations whose state numbers end in 22, 44, 66, or 88. This represents 4% of intake.
2. Caseload Sample - The caseload sample consists of cases with state numbers ending in 22 or 88. This represents 2% of the OAS caseload.

Information on cases in the caseload sample will be kept current on the basis of data reported on Form Ag 251 to be submitted to the SDSW as prescribed in Sec. A-1610 and on authorization forms indicating discontinuance of OAS or change in grant.

(W&IC 115, 116, 2140)

A-1610 SUBMITTAL OF OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE, FORM AG 251

A. GENERAL

Send one copy of the schedule to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, 14, within 15 days after the action granting the application, reapplication, or restoration, or the completion of the reinvestigation of eligibility.

B. INTAKE SAMPLE

Submit Form Ag 251 on each OAS case with a state number ending in 22, 44, 66, or 88 upon:

1. Approval of new application for OAS. (Include application of a recipient who has never received OAS because a previous application was denied or withdrawn.)
2. Approval of a reapplication for OAS, if aid has been discontinued for one year or more.
3. Approval of restoration of OAS if aid has been discontinued for less than one year. (Exception: A restoration following discontinuance to adjust for overpayment does not require submission of a new Form Ag 251)
4. Approval of transfer from another county.

C. CASELOAD SAMPLE

Submit Form Ag 251 on each OAS case with state number ending in 22 or 88 upon completion of the reinvestigation of eligibility.

(W&IC 115, 116, 2140)

A-1615 GENERAL INSTRUCTIONS FOR OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE FORM AG 251 A-1615

Except as noted below, all items require entries. It is emphasized that "no", "none", and "unknown" are significant information, and are to be reported whenever applicable. A dash (--) is to be used only to indicate that an item is not applicable to a particular case.

Item ¹⁴13 is to be completed only for cases checked "new application" or "reapplication" in Item 1. For other cases it is to be left blank.

(W&IC 115, 116, 2140)

A-1620 SPECIFIC INSTRUCTIONS FOR OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE, A-1620 FORM AG 251

County - Enter the name of the county.

Name - Enter the name of the recipient.

State Number - Enter the state number.

County Number - Enter the county number.

Date of Approval or Completion of Reinvestigation - For reinvestigations, enter the date on which reinvestigation of eligibility was completed as shown on the reverse of Form Ag 206, Applicant's Affirmation of Eligibility, (See Sec. A-360). In other cases, enter the date on which the most recent application, reapplication, or request for restoration was granted by action of the board of supervisors (or agent).

Item 1. Reason Schedule Prepared - Check the box which shows the reason this schedule was prepared.

Item 2. Sex - Check the appropriate designation.

~~A-~~

Item 3. Total Years in California - Enter the total number of years the recipient has lived in California as of the date of this schedule.

Item 4. Year of Birth - Enter the year in which the recipient was born.

Item 5. Marital Status - In addition to marital status of the recipient, this item identifies married couples who are living together and are both receiving Old Age Security (Code 6). In such cases, the spouse's state number shall be reported.

Check "single" if the recipient has never been married.

Check "divorced" if an interlocutory divorce decree is in effect as well as for final divorce, and for annulment.

Check "separated" if the recipient is married, but not living with the spouse, and apparently has no intention of reestablishing a home together. Include legal separation.

Item 6. Race - Check the one appropriate box. For all persons of Mexican descent (including Mexican-Indian), check "Mexican". "Indian" refers to American-Indian.

Item 7. Living Arrangements - Check "Alone" if the recipient lives alone in a house, apartment, or flat, preparing his own meals or eating elsewhere. Do not check "Alone" if the recipient is living in an institution, boarding home, or rest home. Report such situations under "Other arrangements". In all other cases, check all appropriate items. For example, if living with spouse and adult children, check codes "1" and "2".

Item 8. Type of Dwelling - Check the one box that most nearly describes the type of dwelling in which the recipient lives.

Item 9. Personal Property - If the recipient is married and living with a spouse who is also receiving Old Age Security (as reported in Item 5), enter the net value of the combined holdings of the couple. In all other cases report only the recipient's separate holdings and his share of any community property.

Enter the value of the items listed, i.e., the amounts used in determining eligibility. (See Secs. A-730 and A-735)

No Personal Property - If there is no personal property, check "no personal property".

Cash - Enter the value of cash on hand, in the bank, in postal savings accounts, etc.

Market Value of Securities - Enter the current market value of securities (stocks, mortgages, notes, etc.)

Life Insurance - Enter the net cash surrender value of all life insurance policies.

Burial Insurance or Trust; Interment Plot - Enter the value of burial insurance, burial trust or similar funds, and interment plots.

Motor Vehicle(s) - Enter the value of automobiles, trucks, motorcycles, etc. Exclude the value of motorized farm equipment and house trailers used as dwellings.

Other - If an item of personal property fits none of the other listed categories, specify its type and enter its value in "Other".

Total Net Value of Personal Property - Enter the sum of the entries in Item 9.

Item 10. Real Property - Report on all real property of recipient and spouse. Include the spouse's separate property unless the couple is not living together.

Item 10A. Nature - Note that for purposes of Old Age Security, any place of abode is considered real property. A house trailer or houseboat should, therefore, be checked "recipient's or spouse's home", if it is used by the recipient as a dwelling.

Item 10B. Value - Total Assessed Value - Enter the total county assessed value of all real property reported under Item 10A.

Total Encumbrances - Enter the total amount of encumbrances against the real property reported under Item 10A.

Net Assessed Value - Enter the difference between the total assessed value and total encumbrances. If the encumbrances are greater, enter "0".

Item 11. Sources and Amounts of Income Other than Grant - Check "no income" if the recipient has no income. Disregard casual and inconsequential income. (See Sec. A-1108)

If the recipient has regularly recurring lump sum income received at intervals greater than one month, prorate in accordance with Sec. A-1118-A.

Generally, the sources listed are self-explanatory. However, the following points should be made:

1. If OASI is paid in the recipient's name but is shared with the spouse, enter under "Old Age and Survivor's Insurance" only the portion used in computing the recipient's grant. Enter the full amount of the recipient's monthly OASI payment in Item 13.

If Old Age and Survivor's Insurance is allocated to the recipient from the spouse, report the amount allocated as a "contribution from spouse."

2. If the recipient receives net income for rental of real property (in which he has an ownership interest), show this as "net income from real property". On the other hand, net income from subrentals and boarders should be reported as earnings.
3. Contributions from adult children are to be reported according to whether they are made in cash or in "kind", e.g., free rent.

4. If income is received from any source other than those listed, report under "Other", and specify the source.

In the space provided, enter the total amount of all income reported.

Item 12. Financial Summary

- Item 12A. Type of Grant - Check "flat grant" if recipient has no income, or if all of his income is deducted from \$75.

Check "special need" if recipient has income and has special needs considered in determining amount of grant.

- Item 12B. Total Need - Enter the total need for special need cases only.

- Item 12C. Total Monthly Income - Enter the recipient's total monthly income.

- Item 12D. Old Age Security Grant (Full Month) - On new cases, enter the amount of the first full month's grant. On reinvestigations, enter the amount of the continuing grant.

- Item 12E. Unmet Need - If the total need exceeds the sum of the recipient's income and his grant, enter the difference. If there is no unmet need, enter "none." For flat grant cases enter a dash (--).

- Item 13. Old Age and Survivor's Insurance - (To be completed only for cases in which a portion of OASI is allocated to the spouse). Enter the full amount of OASI received in the recipient's name.

- Item 14. Principal Sources of Support During 12 Months Preceding Application - This section is reserved for new cases and reapplications (those checked "new ^{application} case" or "reapplication" in Item 1) with state numbers ending in 22, 44, 66, or 88. (See Sec. A-1605)

Check the box opposite each of the listed sources from which the recipient received important support during 12 months preceding application. Specify sources not listed in the space provided.

It is important that each schedule be dated and signed by the person completing it.

(W&IC 115, 116, 2140)

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:59 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

~~X~~

OLD AGE SECURITY PERMANENT SAMPLE SCHEDULE

1. REASON SCHEDULE PREPARED (check one)

- Annual reinvestigation ☐ 1
New application ☐ 2
Reapplication ☐ 3
Restoration ☐ 4
Transfer from another county ☐ 5

2. SEX (check)

- Male ☐ 1
Female ☐ 2

3. TOTAL YEARS IN CALIFORNIA

4. YEAR OF BIRTH

5. MARITAL STATUS (check one)

- Single ☐ 1
Widowed ☐ 2
Divorced ☐ 3
Separated ☐ 4
Married, living with spouse--
Spouse not receiving OAS ☐ 5
Spouse receiving OAS ☐ 6
(enter state case number of spouse)

6. RACE (check one)

- White ☐ 1
Negro ☐ 2
Mexican ☐ 3
Indian ☐ 4
Other ☐ X

7. LIVING ARRANGEMENTS (check all applicable items)

- With spouse ☐ 1
With adult children ☐ 2
With friends or other relatives ☐ 3
Alone ☐ 4
Other arrangement ☐ X

8. TYPE OF DWELLING (check one)

- House ☐ 1
Apartment or flat ☐ 2
Hotel ☐ 3
Rooming house--
with house-keeping facilities ☐ 4
without house-keeping facilities ☐ 5
Licensed boarding home or rest home ☐ 6
Boarding house ☐ 7
Institution ☐ 8
Other ☐ X

9. PERSONAL PROPERTY

- No personal property ☐ 0
Cash (on hand, in bank, postal savings, etc.) \$ _____ 1
Market value of securities (stocks, mortgages, notes, etc.) \$ _____ 2
Life insurance (Net cash surrender value, all policies) \$ _____ 3
Burial insurance or trust; interment plot \$ _____ 4
Motor vehicle(s) \$ _____ 5
Other (specify) \$ _____ X
Total net value of personal property \$ _____

10. REAL PROPERTY

- A. NATURE (check all applicable items)
No real property ☐ 0
Recipient's or spouse's home ☐ 1
Other improved property ☐ 2
Unimproved property ☐ 3
B. VALUE
Total assessed value \$ _____
Total encumbrances \$ _____
Net assessed value \$ _____

COUNTY _____ STATE NO. _____

NAME Last First COUNTY NO. _____

DATE OF APPROVAL OR COMPLETION OF REINVESTIGATION _____

11. SOURCES AND AMOUNTS OF INCOME OTHER THAN GRANT

- No income ☐ 0
Use and occupancy of home \$ _____ 1
Old Age and Survivors Insurance \$ _____
Contributions from spouse \$ _____ 3
Contributions of adult child
Cash \$ _____
Kind \$ _____ 5
Pension or annuity \$ _____ 6
Net income from real property \$ _____ 7
Recipient's net earnings \$ _____ 8
Friend or non-responsible relative \$ _____ 9
Other (specify) \$ _____ X
Total monthly income \$ _____

12. FINANCIAL SUMMARY

- A. TYPE OF GRANT (check one) Flat grant ☐ 1
Special need ☐ 2
B. TOTAL NEED (omit for flat grant cases) \$ _____
C. TOTAL MONTHLY INCOME (see item 11) \$ _____
D. OAS GRANT (full month) \$ _____
E. UNMET NEED (portion of total need not covered by grant and income) \$ _____

(For New Cases and Reapplications only)

13. OLD AGE AND SURVIVOR'S INSURANCE (To be completed only for cases in which a portion of OASI is allocated to spouse) Enter the full amount of OASI paid in recipient's name \$ _____

14. PRINCIPAL SOURCES OF SUPPORT DURING 12 MOS. PRECEDING APPLICATION (Check all applicable items)

- Earnings ☐ 1
Savings ☐ 2
Adult children ☐ 3
Spouse ☐ 4
Other relatives or friends ☐ 5
Old Age & Survivors Insurance ☐ 6
General Relief ☐ 7
Income from property (rentals, etc.) ☐ 8
Military allowances ☐ 9
Other (specify below) ☐ X

Signature of Person Completing Schedule _____

Date Schedule Completed _____

NOTE: Entries on this form should most nearly reflect the situation in the judgment of the public assistance worker and will not necessarily be identical with verified data contained in the case record, e.g., general evidence may indicate a recipient has lived in California for 10 years, whereas only five years are verified.

.Certified as a Regulation (or
as Regulations) of the

Dept. of Social Welfare
(Name of State Agency)

Charles J. Schatland
(Signature)

Director
(Title)

6-27-52
(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of Manual Letter No. 158, which will be issued by the State Department of Social Welfare.

This manual letter lists certain regulations which were made obsolete by the Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, 103.6, 114(b), 115, and 116, and is being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:55 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

MANUAL LETTER NO. 158

The issuance of the Manual of Fiscal Policies and Procedures and the Manual of Statistical Procedures obsoletes the following portions of the Manual of Policies and Procedures on August 1, 1952:

Chapter 290 - Permanent Sample Procedures Chapter (Secs. 290-00 through 299-99)
Chapter 500 - Statistical Procedures Chapter (Secs. 500-00 through 569-99)
Chapter 600 - Financial Procedures Chapter (Secs. 600-00 through 685-99)

The following department bulletins are also obsolete on August 1, 1952:

399	423C	454
406	431	455
416	435	456
416A	438	459
416B	439	460
416C	439A	461
423	449	463
423A	451	464
423B	452	

The following department bulletins are obsolete on August 1, 1952, insofar as they apply to OAS:

405(Rev.)
462

The following chapters of the Manual of Policies and Procedures are current except insofar as revised by department bulletins:

Chapter 070- Welfare Personnel Standards
Chapter 285- Social Data Record
Chapter 800- Child Welfare Services
Chapter 975- Residence - Indigent Aid
Glossary

The Index and Form Index may be used in relation to current chapters.

It is anticipated that with the issuance of the separate Manual of Fiscal Policies and Procedures and the Manual of Statistical Procedures, some holders of the integrated Manual will no longer have need for their copies. Copies of the integrated Manual of Policies and Procedures which are no longer needed may be destroyed rather than returned to this department. However, the State Department of Social Welfare, 616 K Street, Sacramento, shall be informed immediately of the Copy Numbers (shown on the title sheet just following the Manual cover) of all Manuals so destroyed.

This permission to destroy unneeded Manuals applies only to the integrated Manual of Policies and Procedures and does not apply to any other Manuals issued by this department. Other Manuals must be returned to this office when they are no longer needed.

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:55 Pm

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Head. of Social Welfare
(Name of State Agency)

Charles J. Sebastian
(Signature)

Director
(Title)

6-27-52
(Date)

AREA OFFICES

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948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND

DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:

616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Aid to the Blind Manual Letter No. 12.

These regulations were adopted by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.6, and 114(b), and are being filed in accordance with Sections 11380 of the Government Code.

These regulations are effective August 1, 1952, and are contained in the following manual sections:

B-538	B-651	B-749
B-544	B-654	
B-562	B-676	
B-609	B-682	
B-612	B-684	

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952

3:54 P.M.

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Assistant Secretary of State

AID TO THE BLIND MANUAL LETTER NO. 12

The attached revisions numbered 94 through 115 are to be entered in your copy of the Manual of Policies and Procedures - Aid to the Blind and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Sec. B-538 includes two important revisions. The first relates to determination of the amount of income available to the recipient from community income of the ineligible spouse. If the community income is from labor or employment, the needs of the employed spouse are now to be determined in accord with a Schedule of Allowances For An Employed Person. This schedule specifies amounts for particular items and gives recognition to the fact that an employed person has needs in excess of those of a person living on public assistance. If the employed spouse has community income other than employment as in the case of income from civil or military pensions, needs are determined in accord with standards for basic and special needs.

The second major revision relates to Railroad Retirement Benefits. Recent amendment to the Railroad Retirement Act brought certain of its provisions in line with the requirements of the Federal Act governing Old Age and Survivors' Insurance. A revision to Sec. B-538 provides for like treatment of income from these two sources.

New Sec. B-749 has been added to include in the manual a statement regarding the right of appeal to the county board of supervisors.

Secs. B-544, B-609, and B-612 have been revised to include the changes in the values placed upon basic continuing needs.

The following sections have been revised to bring them into conformity with the new Manual of Fiscal Policies and Procedures also adopted on June 16, 1952:

B-562
B-654
B-676

B-682
B-684

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:54 P. M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

The division of income with a spouse is subject to the following considerations:

1. Is the income separate or community?
2. Is the income derived from earnings (either present or past) or from property (either real or personal)?
3. If the income is derived from earnings (present or past) is it due to the work of the recipient or of the ineligible spouse?

If the recipient has community income resulting from past employment (community income from civil and military pensions, OASI, or regular payments received because of industrial or unemployment compensation laws, etc.), he may allocate to his spouse a portion of such income. The amount allocated shall not exceed one-half of the income, and it shall not exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children. (For exception see OASI and Railroad Retirement Benefits)

If the recipient has community income from current earnings, he may allocate to his spouse a portion of such income. The amount allocated shall not exceed one-half of the income, neither shall it exceed the amount of any current unmet need of the spouse, as determined by investigation in each individual case, nor shall it exceed the amount of exempt income permitted during the specified earning period. No allocation of such income may be made for the support of minor children. No allocation shall be made to the spouse until the recipient has had his full maximum of exempt income, in accordance with Sec. B-540, and B-542, where applicable. In APSB, the amount allocated to the support of the spouse shall not exceed \$1,000 in a given yearly period. (See Sec. B-542)

Example 1: An APSB recipient, having an ineligible spouse without other means of support, began his annual earning period on January 1. By May 31 the recipient has earned \$1,000, all of which is exempt income. It is determined that \$1,000 is necessary for the spouse's support during the annual period. The recipient earns an additional \$1,000 by October 31, which sum he allocates to meet his spouse's needs. In each of the remaining two months the recipient earns \$200, half of which is exempt. Hence, aid is discontinued (half of \$200 is \$100, exceeding the amount of the grant). On January 1, the former recipient reapplies. It is determined that during the preceding year he earned a regular monthly net income in excess of \$168.33, and this is expected to continue. His reapplication is denied since he is no longer considered to be in need. (See Sec. B-542)

Example 2: An ANB recipient, having a spouse receiving OAS, has earned income of \$125 a month. The OAS spouse has a continuing unmet special need for medical treatment of \$15 a month. The first \$50 a month of the ANB recipient's income is exempt. He may allocate \$15 a month to his OAS spouse to meet her special need. The balance, \$60, is income to the ANB recipient which would be taken into consideration in determining his grant.

(Section Continued on Next Page)

~~(a) Change in policy.~~

If an ineligible spouse has community income from civil or military pensions, he may retain an amount of such community income sufficient to meet his needs and those of his dependent children. His needs shall be determined in accord with the ANB standard for basic and special needs. After allowance is made for the needs of the ineligible spouse, the balance shall be allocated to the recipient. However, if the needs of the ineligible spouse amount to less than one-half of the net income, one-half of such income shall be allocated to the recipient.

If an ineligible spouse has community income from current earnings, or from regular payments received because of industrial or unemployment compensation laws, if such payments are predicated on the fact that the individual is still in the labor market (such as unemployment insurance payments, disability insurance payments, industrial accident compensation, etc.) he may retain an amount of such community income sufficient for the support of himself in accordance with the following "Schedule of Allowances for an Employed Person".

SCHEDULE OF ALLOWANCES FOR AN EMPLOYED PERSON

<u>Items</u>	<u>Allowance</u>
FOOD -	\$31.75
Meals away from home	"as paid"
CLOTHING -	19.95
HOUSING - Share, "as paid", not to exceed	32.50
HOUSEHOLD OPERATIONS -	1.00
UTILITIES - Share, as paid, not to exceed	17.80
INCIDENTALS & PERSONALS -	8.80
TRANSPORTATION -	6.80
DRUGS, VITAMINS, MEDICINES, CLINIC ATTENDANCE	6.00
RECREATION	6.50
INSURANCE & EMERGENCIES	4.35

ADDITIONAL ITEMS

UNIFORM AND WORK CLOTHES	as paid
Extra Laundry	as paid
AUTOMOBILE AND OTHER ADDITIONAL TRANSPORTATION COSTS, IF RELATED TO NECESSARY TRANSPORTATION FOR EMPLOYMENT	as paid
UNION AND PROFESSIONAL DUES AND EXPENSES	as paid
TELEPHONE	as paid
OTHER UNUSUAL MEDICAL NEEDS	as paid

DEBTS

as paid

Allowance shall be made for the payment of debts incurred by the ineligible spouse for the necessities of life. The validity of such debts shall be determined by the county on the basis of a county-wide policy in this regard.

If there are minor children dependent upon the earnings of the ineligible spouse, an additional amount shall be allowed to meet their needs on a realistic basis. X

After allowance is made for the needs of the employed ineligible spouse and minor children, the balance shall be allocated to the recipient. However, if the needs of the ineligible spouse and minor children amount to less than one-half of the net income, one-half of such income shall be allocated to the recipient.

Net income received by the ineligible spouse from his labor or employment is computed by subtracting all mandatory deductions (such as income tax withholdings, Social Security taxes, and compulsory retirement benefits) from gross income. No allowance shall be made for voluntary deductions for the purchase of bonds or for other saving plans.

Net income from real and personal community property shall be shared equally with the spouse whether eligible or ineligible.

If the recipient has separate income from any source, the total amount of such net income must be applied toward his own need and no portion may be allocated to the spouse whether eligible or ineligible. (For exception see OASI or Railroad Retirement Benefits.) X

If an ineligible spouse has separate income from any source no portion of such income may be arbitrarily considered as income to the recipient. The extent to which the applicant or recipient is actually in receipt of assistance from such spouse, either in cash or in kind, shall be determined on the basis of the contribution actually received. The pecuniary ability of the ineligible spouse whose income is his or her separate income, is determined in the same manner as the pecuniary ability of other responsible relatives as outlined in Sec. B-582 and Civil Code Sections 155, 174, 175, and 176. (See Sec. B-532 for definition of separate income.) X

If a recipient is receiving OASI or Railroad Retirement Benefits, the apportionment to the spouse shall not continue after the spouse has reached the age of 65 and becomes eligible for payments. However, if the spouse files a claim for such benefits immediately when eligible to do so, apportionment may continue until the spouse receives an award. If the spouse refuses to file a claim, apportionment shall not continue after the month in which the 65th birthday is reached. If the spouse does not qualify for benefits, the apportionment may continue up to one-half of the amount received even though such benefits are the separate income of the person to whom they are paid.

If a serviceman's allowance is received by either of a couple, the ineligible spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his own support, and the support of his dependent children. For information regarding division of family allowances for dependents of servicemen, see Sec. B-572, Item D. X

(W&IC 3003, 3075, 3084, 3402, 3460, 3472; AGO NS 5164, 5187)

~~(a) Change in policy.~~ X

The value placed upon rent, utilities, food, or other items of support contributed in kind to an applicant or recipient shall not be in excess of an amount which will permit him to meet his other needs, such as incidentals, transportation, etc.

The following factors shall determine the monetary value of shelter and utilities and room and board for which the applicant or recipient is not required to pay because they are furnished by relatives, employers, or others:

A. FREE RENT

If an applicant or recipient is in receipt of free rent, the value placed thereon shall not be less than \$5 nor more than \$15. Within these minimum and maximum amounts, the value placed upon the shelter furnished without cost to the individual shall be determined by taking into consideration both of the following factors:

1. Comparable rental costs in the community. In no instance shall value placed upon free rent furnished an applicant or recipient exceed the rental charged for comparable shelter in the same community, except that the minimum amount set in the standard may not be reduced.
2. Adequacy of housing. The following definitions of sub-standard, intermediate, and standard housing shall be used to determine the degree of adequacy of the housing provided an applicant or recipient:
 - a. Sub-standard housing--a dwelling or a room which does not have adequate sanitary facilities, safety provisions, or any of the other factors mentioned below.
 - b. Intermediate housing--a dwelling or a room which does not have adequate provisions for privacy and comfort, but where there are adequate sanitary facilities and safety provisions.
 - c. Standard housing--a dwelling or a room which meets minimum standards of health, safety and decency, including such items as adequate privacy, sanitary facilities, and comfort.

In making the determination of the value to be placed on free housing, based upon a combination of the factors of comparable rental costs and adequacy of housing, one of three monetary amounts shall be used: the minimum amount set forth in the standard (\$5); the intermediate amount in the standard (\$10); or the maximum amount set forth in the standard (\$15).

If an applicant or recipient is residing in a makeshift shelter such as a dugout, cave, or tent, it is a "makeshift shelter." The value placed on free rent in such "makeshift shelter" shall not exceed \$3 a month.

The basis for the determination of the value placed on free rent shall be recorded in the case record.

B. FREE UTILITIES

If all utilities are included in the free shelter provided, \$6.80 shall be added to the value placed on the free rent. Thus, for free rent and free utilities, the value to be used if housing is set at the minimum amount shall be \$11.80 a month; if housing is set at the intermediate amount, \$16.80 a month; and if housing is set at the maximum amount, \$21.80 a month.

C. FREE ROOM AND BOARD

If free room and board are provided, the individual ordinarily has no expense for household maintenance and replacements; in which case the value for room and board shall be the sum of the values placed on free rent (\$5, \$10, or \$15), free food (\$32.85), free utilities (\$6.80), and household maintenance and replacements (\$5.50). If the room and board does not include all of these items, the total value of the items which are included shall be regarded as the value of the room and board. (W&IC 3075, 3084, 3460, 3472)

~~(a) Change in policy~~

FISCAL SECTIONS OF OAS & ANB MANUALS

The OAS and ANB Manuals contain certain fiscal sections with which the social worker must be familiar. If the proposed Manual of Fiscal Policies and Procedures is adopted it will be necessary to revise certain sections of the Aid Manuals in order that their content will be consistent with the fiscal manual provisions.

Proposed revision to existing fiscal sections of the Aid Manuals follow. These were included with the fiscal manual material which was considered at the joint meeting with the County Welfare Policy Committee on May 14. When two numbers appear before the section title, the section should be adopted as a section to the OAS Manual and as a section to the ANB Manual.

~~A-1176~~ GENERAL RELIEF AS INCOME
B-562
~~(Rev.)~~

~~A-1176~~
B-562

General Relief granted to a categorical aid applicant or appellant pending the determination of his eligibility constitutes net income for the month within which it is received, and shall be taken into consideration in the computation of any retroactive or current categorical aid grant for such month(s).

If GR is granted in order to enable a recipient of categorical aid to meet special needs, the amount of GR constitutes income for the month within which it is received, to be related to the recipient's total needs for that month.

Emergency GR granted a recipient of categorical aid who has lost or spent his grant and given for the purpose of enabling him to meet his basic needs for the remainder of the month, if determined to be casual income, is not subject to collection or adjustment. If it is not determined to be casual income, it shall be treated as other income, with an adjustment of the categorical aid to be made within the current adjustment period or a repayment to be collected within the current adjustment period and to be reported to the SDSW as "In Lieu Repayments".

~~(W&IC 2020, 2140)~~
(W&IC 3075, 3084, 3460).

~~* Insert cross reference in OAS Sec.: (See Sec. A-1310, Decrease in Grant and Sec. A-1312, Discontinuance of Aid.)~~

~~(a) To provide for reporting repayments of GR as "In Lieu Repayments" and to conform to F-370 of the new fiscal manual.~~

~~Proposed revisions to Sections B-609, B-612 and B-544 follow. The purpose of these revisions is to meet the requirements of the Federal Government for an explanation of the need for an additional \$10 (over the \$75 provided for basic needs in Old Age Security). We have changed some of the figures for basic needs with the help of our Home Economist.~~

B-609 DETERMINING NEEDS--GENERAL
(Rev.) ANB ONLY

B-609

The law recognizes that the total need of the individual may actually be in excess of the maximum statutory grant of \$85 a month. If the circumstances of the individual are such that need in excess of \$85 a month exists, the cost of such need shall be considered in addition to the cost of basic needs to determine the total need.

The ANB basic continuing needs are valued as follows:

Food	\$32.85
Housing.	15.00
Utilities.	6.80
Clothing	8.35
Household Maintenance and Replacements.	5.50
Transportation	4.50
Incidentals.	12.00
Total	<u>\$85.00</u>

There are many special needs which are often incident to blindness or unusual circumstances and which may be necessary to effect those physical, social, or economic adjustments required to promote the well-being of the individual blind person.

Needs in excess of the basic continuing needs shall be determined on the basis of the individual's circumstances, and to the extent that is required to cover factual and realistic needs. These needs must be determined with reference to the health, comfort, and well-being of the individual and not a family group.

In those instances where there is non-exempt income, including the value of currently used resources, there shall be recording in the case record concerning discussion with the recipient as to any special needs he may have, the amount required to meet them, and the determination with regard to the establishment of these needs. (See Sec. B-612, Special Needs-Definition and Determination.) (W&IC 3075, 3084, 3084.1)

B-612 SPECIAL NEEDS--DEFINITION AND DETERMINATION
(Rev.) ANB ONLY

B-612

Special needs are not common to all recipients, but an individual recipient may have need for one or more of them. The special needs listed below shall be taken into consideration under the circumstances and within the monetary limits indicated.

~~(a) Change in policy~~

1. Food--The amount by which the cost of special diet exceeds the cost of basic food (\$32.85) represents special need and is to be computed in accordance with the department's Special Diet Schedule, plus 30%. The "Special Diet Schedule" is prepared by the SDSW and released to the counties as often as price changes require. X

If the circumstances require that the recipient eat his meals in restaurants, the cost in excess of basic food shall be allowed up to \$21.40 a month.

2. Housing--If adequate housing is not available at less cost within the community, or if a health condition requires close proximity to a medical or shopping center, or if employment of the recipient or his spouse makes proximity to the place of employment a factor, special need exists as follows:

Rent--If rent, including no utilities, for a recipient living alone or living with someone other than a spouse, exceeds \$15, the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$15 plus \$25 results in a \$40 maximum for rent. If the recipient lives with an eligible or ineligible spouse, his share of the rent shall be considered to be no more than one-half of the total rent, up to a maximum of \$65 for the total rent. If his share exceeds \$15, the amount in excess thereof, up to a maximum of \$17.50, represents special need. The basic allowance of \$15 plus \$17.50 results in a \$32.50 maximum for the recipient's share of the rent.

If the rent, including utilities, for a recipient living alone or living with someone other than a spouse, exceeds \$21.80, the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$21.80 plus \$25 results in a \$46.80 maximum for rent, including utilities.

If a recipient lives with an eligible or ineligible spouse, his share of the rent, including utilities, shall be considered to be no more than one-half of the total rent, up to a maximum of \$71.80 for the total rent. If his share exceeds \$21.80, the amount in excess thereof, up to a maximum of \$14.10, represents special need. The basic allowance of \$21.80 plus \$14.10 results in a \$35.90 maximum for the recipient's share of the rent. X

Home Owned--If the recipient lives alone in his own home, and the monthly cost of prorated taxes, the required encumbrance payment (principal and interest), if any, \$2 monthly allowance for minor repairs and upkeep, and any net occupancy value, exceeds \$15, the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$15 plus \$25 results in a \$40 maximum for housing.

~~-(a) Change in policy-~~

~~X~~

If the recipient lives in his own home with an eligible or ineligible spouse, his share of the housing cost shall be considered to be no more than one-half of the total up to a maximum of \$65 for the total housing cost. If his share exceeds \$15, the amount in excess thereof, up to a maximum of \$17.50, represents special need. The basic allowance of \$15, plus \$17.50, results in a \$32.50 maximum for the recipient's share of the housing cost.

If applicants or recipients are living in housing which does not come within the foregoing limitations, they shall be given a three-months' period in which to move to housing within the ceiling limit, to refinance the home property so that payments thereon may be reduced within the ceiling, or to make such other adjustments as may be possible. If, at the end of the three-months' period, no adjustment is made, the grant shall be determined on the basis of allowance for special need as above specified.

The above maximums for rent and housing are not applicable to a blind applicant or recipient if the present housing provides a familiarity with surroundings deemed essential to the continued well-being of the blind occupant; or if the present cost for housing actually covers essential personal services to the blind occupant. If either of these conditions obtains, an exception may be made to the maximums for rent and housing. The facts substantiating any exception shall be set forth in the case record.

If it is necessary to provide safe and healthful housing or to minimize deterioration, the expense of occasional repairs, the cost of which is \$10 or more, represents special need until allowance has been made for the cost of such repairs, provided the cost does not exceed the minimum for which such repairs can be secured. The plan for payment agreed upon between contractor or vendor and the recipient shall be recorded in detail.

3. Utilities--Special need exists if (a) the recipient's health is such as to require an abnormal consumption of one or more of the utility items; (b) the housing and/or equipment construction is such that an abnormal consumption occurs; (c) the utilities used include the more expensive items, such as butane, crude oil, wood, and water if the rate in the community is unusually high, and sewer tax, if included in the charge for utilities; (d) climatic conditions require the use of a greater amount of fuel. If the cost of such utility items used by the recipient under the foregoing circumstances exceeds \$6.80, allowance shall be made for them up to a maximum of \$18.30. (The basic allowance of \$6.80 plus \$11.50 results in a \$18.30 maximum allowance for utilities.)
4. Clothing--The cost of replacement of necessary clothing destroyed in a catastrophe such as fire, flood, etc., represents a special need.

~~(a) Change in policy~~

5. ^{or} Replacement of Repair of Worn-Out Household Equipment--Household furniture or equipment may be inadequate or substandard to a point where replacement or repair is necessary. The cost of replacement or repair of equipment essential to meet normal requirements represents special need if:

- (a) the individual lacks and needs essential equipment,
- (b) essential equipment is worn out and there is need to replace or repair it,
- (c) essential equipment is lost due to such causes as fire or flood and there is a need to replace it,
- (d) illness necessitates additional equipment.

If one or more of these circumstances exist, allowance shall be made for replacement or repair not to exceed the minimum price for which the item is available through mail order houses or other stores of a similar character which are used, in general, by persons with low incomes.

Essential equipment for functioning of a household includes basic cooking and heating facilities, sleeping equipment, storage space for clothing, and other basic necessities for minimum comfort in living. Essential equipment also includes laundry equipment if laundry is done at home; refrigeration and air cooling equipment if found necessary because of climatic conditions. Such items as dishes or household linens are not included above since the replacement of those items is provided for under Household Maintenance and Replacements (See Sec. B-609).

The cost of repair of equipment already in use shall be weighed against the cost of purchasing a new refrigerator or laundry unit. Whether the equipment to be purchased should be used or new may depend upon the availability of such equipment with consideration given to upkeep as well as the initial cost. However, the case record shall contain a statement as to why a certain type of equipment was determined to be necessary.

Individuals shall be advised to discuss plans for repairing or replacing household equipment before making final arrangements. If the recipient contracts for an item of household equipment without prior county concurrence with the plan, the unpaid balance of the cost, not to exceed the minimum price for which the item of equipment determined to be needed can be purchased, if it meets the above criteria, shall be included.

6. Transportation--If there is a transportation cost due to trips to the doctor, clinic, etc., or unusually long distance trips to the nearest shopping and business center, the additional transportation expense represents a special need, not to exceed \$10.50 a month. The basic allowance of \$4.50 plus \$10.50 results in a \$15 maximum for transportation.

~~X~~

7. Medical Care and/or Treatment Under Other Healing Arts--(See Sec. B-615, Medical Care Allowances.)
- Sanitorium or Rest Home Care--(See Sec. B-615, Medical Care Allowances.)
8. Housekeeping Service--The cost of housekeeping service represents special need if the physical condition of the recipient is such that the service is required. This includes the cost of outside help to do occasional heavy cleaning, such as floors, woodwork, windows, etc., for persons who maintain their own household or live in a rented room where such service is not furnished without charge. The amount allowed shall be based on the customary rate for such service in the community.
9. Laundry--The actual cost of laundry service, not to exceed a maximum of \$5 a month, represents a special need if the recipient does not have facilities for doing the laundry himself or if his health or handicap prevents such activity.
10. Board and Room--If the recipient must pay board and room, and the charge for this item is in excess of \$65, the excess represents special need, provided board and room within the specified amounts is not available in the community.
11. Telephone--The cost of a telephone represents special need not to exceed \$4 a month.
12. Moving Costs--The cost of moving expenses represents special need only if no other moving arrangements or payment of cost is possible and if one of the following circumstances exists:
- (a) The individual has been evicted
 - (b) Moving is necessary to obtain housing within the ceiling, as specified in Item 2, this section, or to effect an economy in rent
 - (c) Moving is necessary to obtain housing which meets the need of the individual
 - (d) Moving is necessary to obtain medical care or for reasons of health.

The amount allowed shall be based on the customary rate for such service in the community. The basis for the determination that an allowance for moving is necessary shall be recorded in the case record.

13. Storage of Household and Personal Goods--The cost of storage of household and personal goods represents a special need only if no other plan for such storage can be made and is temporarily necessary due to health or other reasons. The amount allowed shall be based on the customary rate for such service in the community. The reason for an allowance for storage shall be recorded in the case record.

14. Special Needs of Blind Persons--The following items represent special needs which may be necessary to effect physical, social, or economic adjustment of some blind persons. If it is established that there is need for one or more of these items, the actual cost thereof represents a special need:
- (a) Personal services, such as a personal guide, reader, etc.
 - (b) Guide dog, and/or maintenance therefor. Experience with this type of need indicates that an allowance of \$29 a month for the maintenance of a guide dog (cost of food, veterinarian fees, etc.) is reasonable and this sum may be used in lieu of individual determination in each instance.
 - (c) Radio phonograph and/or radio phonograph repairs.
 - (d) Talking Book and/or Talking Book repairs.
 - (e) Typewriter and/or Braille writer.
 - (f) Artificial eyes.
 - (g) Special appliances for the blind (including purchases and/or repair) such as white canes, watches, Braille slates.
 - (h) Clerical assistance to supply essential reading and writing service.

15. Debts--Required payments on an existing encumbrance against the home of an applicant represent a need to be considered in determining the cost of housing, irrespective of the purpose for which the debt was incurred. Required payments on indebtedness secured by an applicant's furniture or some other item of personal property represent a special need if the item of personal property is a current necessity, irrespective of the purpose for which the debt was incurred.

If a secured debt is incurred or increased while a recipient of aid, the reason for such new indebtedness shall be determined. If the secured indebtedness was incurred or increased for purpose of purchasing some item which could not be recognized as a need, the increase in the required encumbrance payment (or the required payment on a new encumbrance) shall not be recognized as a need when determining total need. Likewise such increase in the required encumbrance payment shall not be considered when determining net occupancy value.

The required monthly payment on an encumbrance placed by a recipient against his home shall not be considered a current need if the grant plus the income has equalled total need which included allowance for the item for which the property was encumbered (or the encumbrance increased).

The need for money to pay unsecured debts incurred while a recipient of aid represents a special need only if the item for which the past indebtedness was incurred represents a current necessity.

No allowance shall be made for required payments on an unsecured debt incurred prior to receipt of aid. (W&IC 3075, 3084)

A. Issuance of Warrants

All aid paid shall be by warrant of the county. Payments of aid shall be made monthly in advance. Advance payment means delivery on, or as near as possible to, but not before, the first day of the month. Warrants shall show the date of issuance. The payee's surname shall appear on the warrant exactly as his signature appears on the Application, Form Bl 200, or on the Summary of Letters of Guardianship, Form DPA 5. If the county's disbursement procedures make it difficult to use the full first name, the initial only may be shown on the warrant. If a guardian is the payee, Summary Letters of Guardianship, Form DPA 5, shall be on file in the case record. Both the name of the guardian and the name of the recipient shall appear on the aid payroll. X

Enclosures with warrants are restricted to those matters relative to the administration of the program under which the warrant is issued.

B. Time Limitation on Warrants

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date." X

The warrant issue date shall not be counted in computing the last day of the six-month period. If the last day falls on a Sunday or a legal holiday, the day following is considered to be the last day.

Any claim arising from a valid authorization to pay aid resulting in the issuance of an aid warrant becomes void on the same date as the warrant. (Gov. Code 29802, AGO 49/242)

C. Reissuance of Warrants

If a warrant has been lost or destroyed before it is paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor, prior to the time the warrant becomes void, an affidavit setting forth the fact of the loss or destruction of the warrant, the number, date, amount, name of the payee, and all material facts relative to its loss or destruction. Upon the filing of the affidavit, the county auditor shall issue and deliver to the payee a duplicate warrant bearing the same date as the original warrant for the full amount of the original warrant, and the treasurer shall pay the duplicate in lieu of the original warrant. The reissued warrant must be presented for payment within the same time limit set forth for the original warrant. X

If within the six-month period, ownership of the warrant had passed from the original payee to another person (bank, store, etc.) by endorsement prior to the time it was lost or destroyed, the amount due may be recovered by the legal owner of the warrant in the manner set forth above. In this event the county auditor shall issue and deliver the duplicate warrant to the legal owner instead of the original payee. X

A warrant shall be considered lost if it has been mailed and has not been received by the addressee within twenty days after the date of mailing.

~~(a) Changed to bring into conformity with Section F-310B and F-320C of the new Fiscal Manual.~~ X

A warrant canceled in error by the county auditor shall be reissued in the same date, number, and amount as the original warrant. (W&IC 3075, 3460; Gov. Code 29850, 29851, 29852, 29853)

~~(X)~~

~~A-1338 TIME LIMITATION ON WARRANTS
(Rev.)~~

~~A-1338~~

Any warrant issued in payment of aid is void if not presented to the county treasurer for payment within six months after its date. Every aid warrant shall carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is recommended: "This warrant is void if not presented to the county treasurer for payment within six months from date."

~~(X)~~

The warrant issue date shall not be counted in computing the last day of the six-month period. If the last day falls on a Sunday or a legal holiday, the day following is considered to be the last day.

Any claim arising from a valid authorization to pay aid resulting in the issuance of an aid warrant becomes void on the same date as the warrant. (W&IC 2140; Gov. Code 29802, AGO 49/242)

~~(a) Changed to bring into conformity with Sec F-310B and F-320C of the new Fiscal Manual.~~

~~(b) Changed in order that section will conform to F-320 C of the fiscal manual.~~

~~73~~

All aid paid shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The county shall at all times guarantee the cashing of warrants without discount. If it becomes necessary for the county to register its warrants, the SDSW shall be notified at once as to arrangements made.

1. with local banks for the immediate cashing of warrants at par on demand, or
2. through the State Department of Finance under the Provision of Sec. 29870 et seq. of the Government Code. ~~(2)~~

Aid in kind is not subject to state and federal participation.

Payment of aid shall be made directly to the recipient or authorized payee, except under certain conditions following death or in cases involving guardianship. (See Sec. A-1346, Payment When Grantee or Payee Dies) (W&IC 2140, 2183; Pol Code 4082; FSS Admin)

Repayments receivable (\$2 or more) shall be demanded within the limits of the California Civil Code and the Code of Civil Procedures from any and all resources (real and personal property) of the debtor, except that repayment shall not be demanded from:

1. The current grant or income required to meet the current need.
2. Real and personal property required to meet continuing needs. These are:
 - a. Real property: the home in which he lives or other property producing net income which contributes substantially toward meeting current need.
 - b. Personal property: household furniture, equipment and furnishings, personal effects, clothing, and an automobile, if such automobile has been determined to be necessary to his particular need. ~~(3)~~

Repayment may be demanded, within the provision of the probate code, from any and all real and personal property of the estate of a debtor, except that the rights of the county shall be subordinated to the rights of a surviving spouse who is a recipient of aid, if the surviving spouse executes an agreement not to transfer or encumber such property without the consent of the county.

~~(W&IC 2006, 2140)~~
(W&IC 3008, 3075, 3407, 3460)

~~(a) To add Item 2 in order that the section will be in agreement with F-310, Item A of the new Fiscal Manual.~~

~~(b) Revised to incorporate new policy included in F-420 of the new Fiscal Manual.~~ ~~(4)~~

Procedures shall be established to safeguard the monies due the County, State, and Federal Governments as follows:

1. Establishment of adequate internal controls to prevent overpayments of aid.
2. Immediate investigation of apparent overpayments to determine if the right to request repayment exists.
3. Execution of a plan for collection prescribed by this section whenever the right to request repayments exists.
4. Periodic follow-up of all unpaid debts with a planned series of collection letters or personal visits or both and reinvestigation of the debtor's financial status not less frequently than semi-annually. If circumstances justify, follow-up may well be made monthly.

The following shall form part of a plan for collection effort in all counties, unless a different plan, designed to accomplish the same objectives, has been submitted to, and approved by, the SDSW.

1. If, within a reasonable time from service of a Demand for Repayment (see Sec. ~~A-1368~~), the repayment has not been made or a satisfactory
B-678

plan for repayment submitted, the debtor shall be requested to complete and sign a non-interest bearing Agreement to Reimburse Note (see suggested Forms B and C). This note may be payable in specific amounts on specific dates or it may be made payable "on demand." In the latter case and provided the amount due is \$50 or more, the debtor shall also be requested to execute a Confession of Judgment (see suggested Form D) with the understanding the judgment will be executed only in accordance with Sec. F-430 or if additional property becomes available.

If a debtor has a policy of life insurance subject to cash loan or surrender values and the repayment receivable is \$50 or more, he shall be requested to assign the insurance policy to the county with the understanding that the proceeds of the policy will be applied toward liquidation of the debt, and the remainder, if any, to be turned over to the beneficiary. All resources of the debtor shall be considered in determining whether any plan proposed by him is a satisfactory plan for repayment. For example, a debtor who has cash or other resources from which repayment can be made should not be permitted to repay in installments.

(Continued)

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F-440 of new Fiscal Manual.~~

2. If the debtor is unwilling to execute a Confession of Judgment, the county shall file a suit unless the investigation prescribed in Sec. A-1370 has determined that the debtor does not own property
B-680
from which repayment can be made either presently or in the future. Suits for amounts from \$50 to and including \$100 shall be filed in the small claims court. If the amount due is less than \$50, the filing of a suit in small claims court is recommended, but not mandatory.
3. A Confession of Judgment given by the debtor or a judgment rendered as a result of suit shall be immediately recorded as a lien against all real property of the debtor, including such additional real property as the debtor may thereafter acquire.
4. Judgments, promissory notes, assignments of insurance policies, and liens shall be renewed as necessary to insure that they will not lapse because of the running of a Statute of Limitations. (See Item 8 of this section.)
5. If the debtor is a recipient of aid and has no resources available to satisfy the debt, and a lien has been recorded against his property, foreclosure shall not be initiated until after his death, at which time the county shall file a claim against his estate.
6. A periodic check of probate records shall be made. It is recommended that this check be made continuously, but in no event shall it be made less frequently than quarterly. Any probate involving the estate of a deceased debtor as defined in Sec. F-400 shall be checked to determine if a claim for repayments receivable can be filed against the estate.
- ~~Any probates of estates of deceased recipients of OAS which indicate that the decedent may have been possessed of property in excess of the amount authorized by law shall be investigated further to determine if action under W&IC 2223 is in order. (See Sec. A-1364)~~
7. Other remedies contained in the California Code of Civil Procedures, except as prohibited by W&IC 2006, 3008 and 3407, may be utilized by the county to enforce collection of amounts due from debtors. These remedies include garnishment, attachment, restraining orders, and proceedings supplemental to execution.
8. Unless extended, waived, or rendered inoperative by an action of the debtor, the Statutes of Limitations in California on repayment of aid are generally as follows:

(Continued)

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F-440 of new Fiscal Manual.~~

- a. For unsecured debts not arising from fraudulent action on the part of the debtor nor evidenced by a promissory note or a contract in writing, the statute runs two years from the date of the overpayment.
- b. Where the liability is created by statute, the Statute of Limitations runs three years from the date of the overpayment.
- c. Where fraud is established on the part of the debtor, the statute runs three years from the date of the discovery of the fraud.
- d. For debts evidenced by a promissory note or a contract in writing, the statute runs four years from due date of such written instrument.
- e. On judgment liens, the statute runs five years from the date of entry of judgment or of renewal thereof.
- ~~f. On W&IC 2223 and other actions in probate proceedings, there is no specific statute. However, suit must be instituted on a statutory cause of action within one year of issuance of letters testamentary or administration.~~

A debt in groups a, b, or c can be extended four years by securing an Agreement to Reimburse Note (see d). Such debt can be further extended five years by securing a Confession of Judgment or judgment as a result of collection suit (see e). All debts (excepting probate actions) can generally be renewed repeatedly by appropriate legal means if action is taken prior to the running of the statute. (Reference Code of Civil Procedures Sections 336 to 345, inclusive.)

If any debt appears to be in jeopardy because of the running of a Statute of Limitations, action shall be taken to prevent denial of the county's right to enforce collection. Collection of debts in which the statute time limit has passed shall be pursued in the same manner as other debts and all efforts shall be made to renew the statutory period. A Statute of Limitations is applicable only if successfully invoked by a debtor or his authorized agent. Closing of collection effort shall only occur if and when recovery of the debt is legally impossible because of the debtor's successful invocation of the statute.

~~(W&IC 2007, 2140)~~
(W&IC 3006, 3075, 3405, 3460)

~~(a) Revised to include new policy statement re Statute of Limitations, and to conform to Sec. F, 440 of new Fiscal Manual.~~

Repayments receivable accounts are classified in three groups as follows:

1. Active Accounts
2. Inactive Accounts
3. Closed Accounts

All repayments receivable shall be classified initially as Active Accounts and shall be systematically followed for collection. Such accounts may be reclassified to inactive or closed status only as follows:

1. When the debt is fully repaid, the account is to be reclassified to Closed Accounts.
2. If the debt is less than \$50 and collection can not be effected through small claims court, or without resort to measures the cost of which would equal or exceed the amount of the debt, such accounts may be reclassified to Closed Accounts.
3. If the debt is discharged in bankruptcy proceedings, the account shall be reclassified to Closed Accounts.
4. If collection of the debt is barred by successful invocation by the debtor or his agent of a Statute of Limitations (See Item 8 of Sec. ~~A-1372~~
B-682)
such accounts shall be reclassified to Closed Accounts.
5. If the debtor is deceased and probate action is closed and there is no feasible means of recovery from heirs of the estate, the account shall be reclassified to Closed Accounts.
6. If the debt is \$50 or more and the debtor is not currently possessed of resources from which the debt may be recovered, such accounts may be reclassified to inactive status provided the debt is first secured by agreement to reimburse note, confession of judgment, judgment lien, assigned insurance policies, or other security. All accounts classified in the inactive group shall be checked periodically against probate records (See Sec. ~~A-1372 and Sec. A-1364~~
B-682)
for possible recovery upon death of the debtor through action in probate proceedings or through suit against heirs of the estate.
7. Other than as provided in this section, no repayment receivable account of \$50 or more shall be reclassified to closed or inactive status without prior written approval of SDSW. ~~(W&IC 2140)~~
(W&IC 3075, 3460)

APPEAL TO THE BOARD OF SUPERVISORS

Reference to right of appeal to the Board of Supervisors was inadvertently omitted from both the Old Age Security and Aid to Needy Blind Manuals. The following merely refers to that right on the part of the individual who is dissatisfied with the county action.

B-749 APPEAL TO THE BOARD OF SUPERVISORS

B-749

A hearing by the board of supervisors, as an optional remedy prior to appeal to the State Social Welfare Board, is provided in W&IC 3087.5 and 3473.2.

~~A-1598 APPEAL TO THE BOARD OF SUPERVISORS~~

~~A-1598~~

~~A hearing by the board of supervisors, as an optional remedy prior to appeal to the State Social Welfare Board, is provided in W&IC 2181.1.~~

Certified as a Regulation
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Richards

(Signature)

Director

(Title)

6-27-52

(Date)

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare with Aid to Needy Children Manual Letter No. 18.

These regulations were adopted by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Sections 103, 103.5, and 114(b), and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:58 P.M.

FRANK M. JORDAN, Secretary of State

By *Edmund G. Smith*
Assistant Secretary of State

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14

June 26, 1952

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:58 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

AID TO NEEDY CHILDREN MANUAL LETTER NO. 18

The attached revisions numbered 181 and 182 and Chapter VI are to be entered in your copy of the Manual of Policies and Procedures - Aid to Needy Children and the revision numbers canceled on the inside of the manual cover.

These revisions and additions were adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Sec. C-364 has been revised to clarify the policy of pooling an Old Age Security grant only if it is the wish of the Old Age Security recipient.

Chapter VI has been added to include the permanent sample procedure in this manual. Chapter VI supersedes, on August 1, 1952, Department Bulletins No. 439 and 439A and Department Bulletin No. 461 insofar as it applies to Aid to Needy Children.

In addition to revising Form CA 251, ANC Permanent Sample Schedule, to incorporate legislative changes regarding personal property, utilization of property, and employment of parents, several important changes have been made to simplify reporting:

1. Reducing the size of the sample of newly approved cases from 30% to 10%, and reducing the sample of cases in the existing caseload from 10% to 5%.
2. Requiring the submission of Form CA 241 (Budget Worksheet) on sample cases only in October and April rather than on a flow basis.
3. Clarifying instructions and items.
4. Simplifying the schedule so that entries can be made by check marks wherever possible.
5. Reducing the amount of information requested by limiting questions about the children to the youngest child only.

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(Continued on Next Page)

C-364 (Continued)

C-364

1. Food, in accordance with the ANC Cost Schedule, if he eats at home.
2. His prorated share of utilities and rent (or housing expenses) and special needs common to the household.
3. An amount for household operation equal to the difference between the allowance for the number of persons in the family budget unit and the allowance for one additional person as given in the Cost Schedule.

If a non-related person or related OAS recipient paying board and room is living in the household, the net income to the family budget unit shall be determined by deducting from the actual payment:

1. The actual cost of food, if boarding. If the boarder is a recipient of OAS, ANB, or APSB, the OAS-ANB basic food value of \$28.50 per month is considered the actual cost of food.
2. The person's prorated share of rent (or housing expenses), utilities, and special needs common to the household, plus any amount by which the cost of a utility exceeds the allowance given in the Cost Schedule.
3. Laundry, cleaning, and replacement of linen expenses incident to the rental of a room.

The total amount of ANB or APSB granted (including exempt income) is intended to help meet the individual needs of the recipient and shall not be construed as income to any other person. Although such a recipient may pay room and board, his assistance grant and income shall not be pooled with the ANC family.

However, if the spouse of an ANB or APSB recipient is included in the ANC family budget unit, one-half the income from community property and any voluntary allocation made from the recipient's non-exempt current earnings shall be considered as income to the spouse.

If a recipient of OAS is living with the ANC family and his entire grant and income is pooled with the family, the net income to the family shall be determined by deducting from the total amount pooled with the family the need items for such an individual in accordance with the OAS basic needs values for food, transportation, clothing, housing maintenance and replacement, incidentals and personal needs, special needs, if any, and the prorated share of utilities, rent (or housing expense), and special needs common to the household. However, each OAS recipient living with an ANC family shall be informed that he is not required to pool or continue to pool his OAS grant or other income with the ANC family.

The OAS basic needs are valued as follows:

Food	\$28.50
Housing.	15.00
Utilities.	6.30
Clothing	6.20
Housing, Maintenance, and Replacement.	4.50
Transportation	4.50
Incidentals.	10.00
Total	\$75.00

(W&IC 1560)

C-364 (Continued)

C-364

- (4) Transportation - the cost of transportation incident to employment.
 - (5) Union dues - if paid.
 - (6) Equipment - the cost of tools or other equipment necessary for employment, a program of vocational rehabilitation, or a plan to assist in the maintenance and self-support.
 - (7) Other expenses incident to the employment.
2. Earnings of Needy Emancipated Minor - The emancipated minor under 18 who is needy shall be included in the family budget unit and his net earnings deducted as income. An emancipated minor is needy if his net earnings do not cover his total needs (including his prorated share of household expense). In determining the net income from the earnings of the emancipated minor, the same method is used as that outlined above for the employed parent.

If weekly earnings are regular in amount, they may be prorated to monthly amounts on the basis of 4 1/3 weeks per month. If earnings are irregular in amount, actual earnings received in the calendar month shall be considered.

D. OTHER MEMBERS OF THE FAMILY BUDGET UNIT

The county shall determine whether an ineligible minor or person required to act as the child's caretaker is needy before such person is included in the family budget unit. If he states he is needy, income shall be determined as for a parent and considered as follows:

1. If the person's total need, in accordance with the ANC standard, is greater than his net income, the person is in need. In this situation, he is included in the family budget unit and his net income is considered available to the family.
2. If the person's total need, in accordance with the ANC standard, is less than his net income, the person is not in need. In this situation, he is not included in the family budget unit and only that portion of his income which represents a net contribution is included as income available to the family budget unit. (See Item E of this section for determination of income.)

E. PERSONS NOT MEMBERS OF THE FAMILY BUDGET UNIT

If employed relatives or other persons are living in the household, they shall pay the usual community rate for the type of board and room they receive.

Net income to the family budget unit from related persons in the household who are not members of the family budget unit, including the non-needy emancipated minor and the adult child, shall be determined by deducting from their actual payment:

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PERMANENT SAMPLE PROCEDURE

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C-710 SUBMITTAL OF ANC PERMANENT SAMPLE SCHEDULE, FORM CA 251

C-710

A. GENERAL

Send one copy of the schedule to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14, within 15 days after the action granting the application, reapplication, or restoration, or the completion of the reinvestigation of eligibility.

B. INTAKE SAMPLE

Submit Form CA 251 on each ANC family case (exclude boarding home and institution cases) with a state number ending in 5 upon:

1. Approval of a new application for ANC. (Include application of a family receiving ANC for the first time whose previous application was denied or withdrawn.)
2. Approval of reapplication if ANC has been discontinued for one year or more.
3. Approval of restoration of ANC if aid has been discontinued for less than one year. (Exception: A restoration following discontinuance to adjust for overpayment does not require submission of a new Form CA 251.)
4. Approval of transfer from another county.

Note: It is not necessary to submit Form CA 251 upon addition of another person to a family case already receiving ANC.

C. CASELOAD SAMPLE

Submit Form CA 251 on each family case (exclude boarding home and institution cases) with state number ending in 05, 25, 45, 65, and 85, upon completion of the reinvestigation of eligibility.

(W&IC 115, 116, 1560)

C-715 SUBMITTAL OF FORM CA 241, BUDGET WORK SHEET

C-715

- A. Submit Form CA 241 on each ANC family case (exclude boarding home and institution cases) with a state number ending in 05, 25, 45, 65, and 85 for budgets effective in October and April only.

Budget changes occurring in months other than October and April do not require submission of additional Forms CA 241.

- B. Send one copy of each required Form CA 241 to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento 14. Forms CA 241 reflecting October budgets shall be submitted not later than November 1 and those reflecting April budgets shall be submitted not later than May 1.

(W&IC 115, 116, 1560)

C-700 PURPOSE, AID TO NEEDY CHILDREN PERMANENT SAMPLE

C-700

The ANC Permanent Sample is designed to collect socio-economic data on a representative group of ANC cases. Information collected on the ANC Permanent Sample Schedule, Form CA 251, will be used:

1. To prepare estimates on the cost and effects of proposed legislation.
2. To predict and evaluate the results of departmental rulings, changes in procedures, etc.
3. To estimate the effects of changes in economic conditions, etc.
4. To provide basic socio-economic data on ANC for welfare administrators and other public officials, and for public information.
5. To provide information required for special and routine reports to the FSSA.

While this basic schedule is designed to furnish answers to the questions most frequently met, it is anticipated that additional questions will arise from time to time, e.g., during Legislative Sessions, which will require special studies. At such times the cases included in special studies will be drawn, as far as possible, from the Permanent Sample. The SDSW will make every attempt to minimize and routinize the work of the county welfare departments in providing additional data.

(W&IC 115, 116, 1560)

C-705 NATURE OF THE AID TO NEEDY CHILDREN PERMANENT SAMPLE

C-705

The ANC permanent sample consists of two parts:

1. Intake Sample - The intake sample will provide socio-economic data on new applications (including transfers from another county), reapplications, and restorations whose state numbers end in 5. This represents 10% of intake. Except as noted in Sec. C-715, information on these cases will be reported on Form CA 251.
2. Caseload Sample - The caseload sample consists of cases with state numbers ending in 05, 25, 45, 65, and 85. This represents 5% of the ANC Caseload.

Information on cases in the caseload sample will be kept current on the basis of data reported on Form CA 251 to be submitted to the SDSW as prescribed in Sec. C-710 and on authorization forms indicating discontinuance of ANC.

(W&IC 115, 116, 1560)

C-725 (Continued)

C-725

- Item 5. Reason Deprived of Parent's Support or Care - Check one box for each parent. Report reason as of date schedule completed.

Incarcerated refers to confinement in a penal or correctional institution (including road camps and county jails). (See Sec. C-240)

Incapacitated refers to any physical or mental illness or disability which prevents the mother from giving her child normal care or the father from working full time at regular employment (include hospitalization). (See Sec. C-250)

Continuously Absent refers to all continuous absences from the home not due to incarceration or hospitalization. (See Sec. C-240)

- Item 6. Child Living With - Check to indicate the person or persons with whom the child is living. If the mother or father, or both, are in the household with the child, check the item which indicates this fact regardless of the presence of other persons. For example, if both parents and the child are in the home of the grandmother, check "1."

- Item 7. Marital Relationship of Parents (as of Date Schedule Completed) - If both parents are dead, check "6." If only one is dead, the status of the other is to be reported as widowed if they were married at time of death. In other cases report the present status, i.e., unmarried, divorced, separated, or marriage annulled. For the purpose of this item, the parents are considered as divorced if an interlocutory divorce decree is in effect. Report as married common law marriages occurring in a state or country in which such marriages are recognized as legal. (Common law marriages occurring in California are not recognized as legal.) If the marital status is unknown, check Code V.

- Item 8. Employment Status of Mother and Father - Check the first item which is applicable for each parent. For the purposes of this section include parents whether or not they are members of the family budget unit. Check "1" only if the parent(s) is continuously absent, incarcerated, or dead. If the parent is not employed but it appears that employment is available and the family situation permits the parent to work, check "Employment indicated."

If the parent is employable, but reasonable employment is not available, check "No reasonable employment available."

Check "Unable to accept reasonable employment" if the parent is not able to accept employment due to reasons of health, care of children, or other reasons. (See Sec. C-207)

- Item 9. Total Years in California - Report separately the number of years the father and mother of the youngest eligible child have lived in California as of date the schedule is completed.

(Section Continued on Next Page)

C-720 GENERAL INSTRUCTIONS FOR COMPLETING ANC PERMANENT SAMPLE SCHEDULE,
FORM CA 251

C-720

Except as noted below, all items require entries. It is emphasized that "no," "none," and "unknown" are significant information and are to be reported whenever applicable. A dash (---) is to be used only to indicate that an item is not applicable to a particular case.

Items 16, 17, and 18 are to be completed only for cases checked "new application" or "reapplication" in Item 1. For other cases they are to be left blank.

(W&IC 115, 116, 1560)

C-725 SPECIFIC INSTRUCTIONS FOR ANC PERMANENT SAMPLE SCHEDULE, FORM CA 251

C-725

County - Enter the name of the county.

Case Name - Enter the name of the case.

State Number - Enter the state number by which the case is identified.

County Number - Enter the county number by which the case is identified.

Date of Approval or Completion of Reinvestigation - For reinvestigations, enter the date on which the reinvestigation of eligibility was completed as shown on the reverse of Form CA 206, Applicant's Affirmation of Eligibility. (See Sec. C-214) In other cases, enter the date on which the most recent application (including inter-county transfers), reapplication, or request for restoration was granted by action of the board of supervisors (or agent).

Item 1. Reason Schedule Prepared - Check the box which shows the reason this schedule was prepared.

Item 2. Birthdates of Eligible Children - Enter the birthdates (month and year) of the youngest and oldest eligible children. If there is only one eligible child, enter the birthdate in the space titled "youngest child." If the youngest child is unborn, enter "unborn."

DATA ON YOUNGEST ELIGIBLE CHILD

Note: Data on parents of youngest child refers to natural or adoptive parents.

Item 3. Birthplace - Check the one appropriate box to indicate whether the child was born in California or elsewhere or is not yet born.

Item 4. Race - Check the one appropriate box. For all persons of Mexican descent (including Mexican-Indian) check "Mexican." "Indian" refers to American-Indian.

(Section Continued on Next Page)

C-725 (Continued)

C-725

Needy Related Caretaker - If the family budget unit includes a person, other than a parent or stepparent, who acts as caretaker for the family and is eligible for federal participation, report such a person here.

Other Persons - Enter the number of other needy persons included in the family budget unit.

Total Persons - Enter the total number of persons in the family budget unit, i.e., the sum of entries in Item 14.

Item 15. Financial Summary of Family Budget Unit - Note - For new applications, reapplications, and restorations, the entries in this section should represent data used in computing the first full month's ANC payment. These items may differ from the initial month data, e.g., if General Relief was given during the investigation period only, or if a partial month's payment was made. For all other cases the data should reflect the situation as of the month the schedule was prepared.

If all entries are made correctly, the sum of the entries in "Total Net Income", "ANC Payment", and "Unmet Need" should be equal to, or within \$2 of, "Total Need".

Total Need - Enter the amount of total need.

Total Net Income - Enter the amount of net income considered in determining the amount of assistance; exclude General Relief given the family preceding completion of the ANC investigation and discontinued as soon as ANC became available.

ANC Payment (Full Month): Enter the amount of the first full month's ANC payment.

Unmet Need - If the amount of the ANC payment added to the total income is less than the total need, enter the difference. If there is no unmet need, enter "none".

County Supplementation - Enter the amount of county assistance payment in excess of the participating base, if any.

FOR NEW CASES AND REAPPLICATIONS ONLY

Note: Items 16, 17, and 18 are to be completed only for cases approved for ANC for the first time or after being discontinued for a year or more, i.e., those checked "new application" or "reapplication" under Item 1.

Item 16. Duration of Parents' Absence - If reason for deprivation was continuous absence of either parent, enter the check mark in the appropriate box to indicate the duration of absence at the time of approval of application.

Check both boxes "not absent" if reason for deprivation was other than absence.

Item 17. Principal Sources of Support During 12 Months Preceding Application - Check each of the listed sources which provided significant income to the family during the 12 months immediately preceding application. If there were important sources other than those listed, check "other" and specify them in the space provided.

Item 18. Was the Case Receiving General Relief at Time of Application? During Investigation? - This item is self-explanatory.

(WAC 115, 116, 1560)

(Section Continued on Next Page)

C-725 (Continued)

C-725

PERSONAL PROPERTY

- Item 10. Personal Property Considered in Determining Eligibility - Enter the value of the items listed, i.e., the amounts used in determining eligibility.
(See Secs. C-327 and C-340)

No personal property - If there is no personal property, check "no personal property".

Life Insurance - Enter the net cash surrender value of all life insurance policies. (See Sec. C-340)

Cash and/or Securities - Enter the value of cash and securities.
(See Sec. C-340)

Motor Vehicle(s) - Report the value of automobiles, trucks, motorcycles, etc. Exclude the value of motorized farm equipment and house trailers used as dwellings; report these below under "Other". (See Sec. C-340)

Other - If an item of personal property fits none of the other listed categories, enter its value in "Other". (See Secs. C-327 and C-340)

Total Value of Personal Property - Enter the sum of the entries in Item 10.

- Item 11. Owns Personal Property Not Included Above Because Exempt Under Plan for Self-support - If any personal property, which would otherwise be considered in determining eligibility, is exempt from such consideration because it is to be used under a plan for self-support, check this item "yes". Otherwise, check "no". (See Sec. C-327)

REAL PROPERTY

- Item 12. Nature - Check to indicate the nature of the real property owned by the children or the family and considered in determining eligibility.
(See Sec. C-302)

- Item 13. Value - Total Assessed Value - Enter the total county assessed value of real property reported under Item 12.

Total Encumbrances - Enter the total amount of encumbrances against the real property reported under Item 12.

Net Assessed Value - Enter the difference between the total assessed value and total encumbrances. If the encumbrances are greater, enter "0".

- Item 14. Family Budget Unit Composition - Enter in this item information on the "Family Budget Unit" as distinguished from the "Household". The family budget unit consists of all persons whose needs are considered in determining the amount of the ANC payment. (See Sec. C-503)

Eligible Children - Enter the total number of children in the family budget unit who are eligible for ANC.

Ineligible Children - Enter the number of needy children under age 18, ineligible for ANC, who are included in the family budget unit.

Parents (including stepparents) - Enter the number of parents (natural or adoptive parents, or stepparents) included in the family budget unit.

(Section Continued on Next Page)

AID TO NEEDY CHILDREN PERMANENT SAMPLE SCHEDULE

1. REASON SCHEDULE PREPARED
(Check one)

- Annual reinvestigation. ☐ 1
 New application. ☐ 2
 Reapplication. ☐ 3
 Restoration. ☐ 4
 Transfer from another county. ☐ 5

2. BIRTHDATES OF ELIGIBLE CHILDREN

Youngest child _____
 Oldest child _____

DATA ON YOUNGEST ELIGIBLE CHILD

3. BIRTHPLACE (Check one)

- California. ☐ 1
 Elsewhere. ☐ 2
 Unborn. ☐ 3

4. RACE (Check one)

- White. ☐ 4
 Negro. ☐ 5
 Mexican. ☐ 6
 Indian. ☐ 7
 Other. ☐ X

5. REASON DEPRIVED OF PARENT'S SUPPORT OR CARE (Check one for each parent)

- | | Father | Mother |
|--|----------------------------|----------------------------|
| Not deprived. ☐ 0 | ☐ 0 | ☐ 5 |
| Continuously absent. ☐ 1 | ☐ 1 | ☐ 6 |
| Incapacitated. ☐ 2 | ☐ 2 | ☐ 7 |
| Incarcerated. ☐ 3 | ☐ 3 | ☐ 8 |
| Dead. ☐ 4 | ☐ 4 | ☐ 9 |
| Unplaceable for adoption. ☐ | ☐ | ☐ X |

6. CHILD LIVING WITH (Check one)

- Both parents. ☐ 1
 Mother and stepfather. ☐ 2
 Father and stepmother. ☐ 3
 Mother-Father not in home. ☐ 4
 Father-Mother not in home. ☐ 5
 Other relatives - no parent in home. ☐ 6
 Other persons - no parent in home. ☐ 7

DATA ON PARENTS OF YOUNGEST ELIGIBLE CHILD

7. MARITAL RELATIONSHIP OF PARENTS (Check one)

- Married. ☐ 1
 Unmarried. ☐ 2
 Divorced. ☐ 3
 Separated. ☐ 4
 Widowed. ☐ 5
 Both parents dead. ☐ 6
 Unknown. ☐ V

8. EMPLOYMENT STATUS OF MOTHER & FATHER (Check first applicable item for each parent)

- | | Father | Mother |
|--|----------------------------|--------------------------|
| Parent(s) dead or continuously absent. ☐ | ☐ 1 | ☐ |
| Employed full-time. ☐ | ☐ 2 | ☐ |
| Employed part-time. ☐ | ☐ 3 | ☐ |
| Employment indicated. ☐ | ☐ 4 | ☐ |
| Receiving training. ☐ | ☐ 5 | ☐ |
| Training for employment indicated. ☐ | ☐ 6 | ☐ |
| No reasonable employment available. ☐ | ☐ 7 | ☐ |
| Unable to accept reasonable employment. ☐ | ☐ 8 | ☐ |

9. TOTAL YEARS IN CALIFORNIA

Father. ☐ _____
 Mother. ☐ _____

PERSONAL PROPERTY

10. PERSONAL PROPERTY CONSIDERED IN DETERMINING ELIGIBILITY

	Value
No personal property. ☐	0
Life insurance (Net cash surrender value, all policies). ☐	\$ 1
Cash &/or securities. ☐	\$ 2
Motor vehicle(s). ☐	\$ 3
Other. ☐	\$ X
Total value of personal property. ☐	\$ _____

11. OWNS PERSONAL PROPERTY NOT INCLUDED ABOVE BECAUSE EXEMPT UNDER PLAN FOR SELF-SUPPORT (Check one)

Yes ☐ 1
 No ☐ 2

REAL PROPERTY

12. NATURE (Check all applicable items)

No real property. ☐ 0
 Family home. ☐ 1
 Other real property. ☐ 2

13. VALUE

Total assessed value. ☐ \$ _____
 Total encumbrances. ☐ \$ _____
 Net assessed value. ☐ \$ _____

COUNTY _____ STATE NO. _____

CASE NAME _____ COUNTY NO. _____

Last First

DATE OF APPROVAL OR COMPLETION OF REINVESTIGATION: _____

14. FAMILY BUDGET UNIT COMPOSITION

	Number
Eligible children. ☐	_____
Ineligible children. ☐	_____
Parents (including stepparents). ☐	_____
Needy related caretaker*. ☐	_____
Other persons. ☐	_____
Total persons. ☐	_____
*Eligible for federal participation	

15. FINANCIAL SUMMARY OF FAMILY BUDGET UNIT

Total need. ☐ \$ _____
 Total net income. ☐ \$ _____
 ANC payment (full month). ☐ \$ _____
 Unmet need. ☐ \$ _____
 County supplementation, if any. ☐ \$ _____

Complete Items 16, 17, & 18 for New Cases & Reapplications Only

16. DURATION OF PARENT'S ABSENCE (as of date of approval) (Check one for each parent)

	Father	Mother
Not absent. ☐	☐ 0	☐ 5
3 mos. less than 6. ☐	☐ 1	☐ 6
6 mos. less than 12. ☐	☐ 2	☐ 7
1 yr. less than 3. ☐	☐ 3	☐ 8
3 yrs. & over. ☐	☐ 4	☐ 9

17. PRINCIPAL SOURCES OF SUPPORT DURING 12 MONTHS PRECEDING APPLICATION (Check all applicable items)

Earnings of:
 Father. ☐ 1
 Mother. ☐ 2
 Stepfather. ☐ 3
 Children in home. ☐ 4
 Other persons in the home. ☐ 5
 General Relief. ☐ 6
 Contributions of persons outside home. ☐ 7
 Unemployment insurance or disability insurance. ☐ 8
 Old Age & Survivors Insurance. ☐ 9
 Other (specify below) ☐ X

18. WAS CASE RECEIVING GENERAL RELIEF (Check one for each question)

At time of application? Yes ☐ 1
 No ☐ 2
 During investigation? Yes ☐ 3
 No ☐ 4

Form Completed by _____ Date _____

Title _____

State of California

Department of Social Welfare

Form CA 251, (Revised July 1952)

C-725 (Continued)

Aid to Needy Children

PERMANENT SAMPLE PROCEDURE

C-725

C-725

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of the regulations which will be issued by the State Department of Social Welfare with Adoption Manual Letter No. 30.

These regulations were adopted by the State Social Welfare Board on June 16, 1952, pursuant to the powers conferred upon it by the Welfare and Institutions Code under Section 103, and are being filed in accordance with Section 11380 of the Government Code.

These regulations are effective August 1, 1952, and are contained in the following manual sections:

2815-00	2914-00	2999-00
2830-00	2915-00	
2910-00	2916-00	
2911-00	2917-00	
2912-00	2918-00	
2913-00	2919-00	

Section 2850-00 is being deleted from the manual.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:49 P.m.

FRANK M. JORDAN, Secretary of State
By *[Signature]*
Assistant Secretary of State

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles Schoenland
(Signature)

Director
(Title)

6-27-52
(Date)

ADOPTION MANUAL LETTER NO. 30

The attached revisions numbered 150 through 170 are to be entered in your copy of the Manual of Adoption Policies and Procedures and the revision numbers canceled on the inside of the manual cover.

These revisions were adopted by the Social Welfare Board on June 16, 1952, to be effective August 1, 1952.

Secs. 2815-00 and 2830-00 have been revised to bring them into conformity with the new Manual of Fiscal Policies and Procedures and to refer to the fiscal manual for detail. Sec. 2850-00 (3 pages) has been deleted and should be removed from the manual.

The following new and revised sections include instructions and sample forms for reporting on Form Adop 42(I), Individual Record Card - Independent Adoptions, and Form Adop 42(R), Individual Record Card - Relinquishment Adoptions:

2910-00	2915-00	2999-00
2911-00	2916-00	
2912-00	2917-00	
2913-00	2918-00	
2914-00	2919-00	

Forms Adop 42(I) and Adop 42(R) replace Form Adop M42 which has been used to report information on both independent and relinquishment adoptions.

The last page of the Table of Contents covering the entire Manual and the Tables of Contents covering the Statistical Procedures and Financial Policies and Procedures Chapters are being brought up-to-date.

The attached page giving information on the sale of the manual is to be inserted in your manual immediately following the cover.

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:49 P.M.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

Revision to Sections 2815-00 and 2830-00 of the Manual of Adoption Policies and Procedures is proposed to bring them into agreement with Sections F-862 and F-920 of the new Fiscal Manual; also to delete some fiscal detail which is now included in the Fiscal Manual.

2815-00 ADMINISTRATIVE EXPENDITURES

2815-00

~~(Rev.)~~

Certain expenditures incurred by a licensed adoption agency in the administration of the Adoption program are reimburseable upon filing proper claims with the SDSW. The rules governing claiming for such expenditures are contained in Chapter VIII of the SDSW Manual of Fiscal Policies and Procedures. Claims for administrative expenditures shall not include expenditures defined as Adoption Cost of Care. (See Sec. 2830-00.) Reimbursement is further restricted in accordance with the terms of annual budgets approved by the SDSW.

2830-00 COST OF CARE SUBVENTION

2830-00

~~(Rev.)~~

State subvention is available to licensed county adoption agencies for all or a portion of the cost of care of children accepted for placement from the date the relinquishment is signed by the natural parent or parents, or action is taken in lieu of relinquishment, until the date of placement for adoption or the date the relinquishment is canceled or rescinded. After deducting amounts received to defray cost of care, subvention is allowable each quarter for claimable costs in an amount not to exceed \$200 multiplied by the number of children for whom cost of care is claimed.

Once reimbursement in any amount has been claimed and allowed for the cost of care of a particular child no further reimbursement will be allowed for any additional cost of care of that child regardless of the additional cost or the length of time the county provides the care. See Sec. F-920 of the Manual of Fiscal Policies and Procedures for claiming procedure.

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:49 P.m.

FRANK M. JORDAN, Secretary of State

By _____
Assistant Secretary of State

~~(a) Revised in accordance with Sec. F-920 of new Fiscal Manual.~~

~~-116-~~

Reporting Agencies

Public adoption agencies and staff of the State Department of Social Welfare responsible for the investigation of "independent" adoptions shall submit reports on Form Adop 42(I), Individual Record Card - Independent Adoptions.

Coverage

Form Adop 42(I) shall be completed for each child involved in an independent adoption case, only when the first report with a recommendation is submitted to the court.

Submittal Instructions:

One copy of Form Adop 42(I) shall be sent to the State Department of Social Welfare, Bureau of Research and Statistics, 616 K Street, Sacramento 14, when the court report is filed.

General Instructions for Completion of Form Adop 42(I)

If more than one child is being adopted by the same petitioner(s), a Form Adop 42(I) shall be completed for each child.

If the child has been the subject of a previous adoption which was acted on by the court, a new Form Adop 42(I) is to be prepared in the current adoption action.

All Applicable Items Require Entries

All available information shall be utilized to complete the form as fully and accurately as possible.

If no significant entry can be made, enter a dash or draw a line across the item. Note, however, that this should never be done to report "no", "none", or "unknown", but only "not applicable".

2911-00 IDENTIFICATION AND ACTION, FORM ADOP 42(I)

2911-00

~~(Rev.)~~*Investigated by:*

Reporting Agency: Check the appropriate box to indicate whether the schedule is being submitted by the State Department of Social Welfare or a county agency.

State Number: Enter the complete state number with the county prefix; e.g., LA 5000 Ad.

Agency Name: Enter the name of the reporting agency.

Child's Name: Enter the full name of the child as it appears on the adoption petition. If more than one child is being adopted by the petitioner(s), a separate Form Adop 42(I) shall be completed for each child.

Petitioner(s): Enter the last name and initials of the petitioner(s).

Item 1. Date Petition Filed. Enter the date on which the petition was filed in the court.

Item 2. Date Court Report Filed. Enter the date on which the report and recommendation on this case was submitted to the court.

Item 3. Elapsed Time Between Date of Petition and Date of Court Report. Enter the elapsed time in years and months between the date the petition was filed and the date the court report was filed.

Item 4. Date of Present Placement. Enter the date on which the child was last placed in the petitioners' home.

Item 5. Elapsed Time Between Date of Placement and Date of Petition. Enter the elapsed time in years and months between the date the child was last placed in the petitioners' home and the date of the petition to the court.

Item 6. Placement Made By. Check the applicable box or boxes which indicate who placed the child. If placement was made by other than those listed check "other" (Code X) and specify in the space provided.

If placement was made by a home-finding or adoption agency in another state, check Code 7 "Out of State Agency."

If placement was made by any public or private agency in California not ordinarily concerned with independent adoptions, and by persons or agencies, engaged in the rehabilitation of refugees from foreign countries (e.g., the Displaced Persons Commission) check "Other" (Code X) and specify in the space provided.

Item 7. Consent. Indicate the status of consent of each parent by checking the appropriate box. Only one box should be checked in each of the two columns.

Item 8. Recommendation to the Court. Check the applicable item. If Code 2 is checked, show the reason therefor in Item 9, "Reason for Conditional Approval". If Code 3 or 4 is checked, show the reason therefor in Item 10, "Reason Dismissed or Denial Recommended."

Item 9. Reason for Conditional Approval. Indicate the appropriate code (printed on back of form) which precluded an unconditional recommendation of approval. Note that Code 7 (Child's Legal Status to be Cleared) is a general reason, which is to be checked only if none of the specific reasons apply.

Item 10. Reason Dismissed or Denial Recommended. Enter the appropriate code (printed on the back of the form) for the principal reason ~~why~~ the action was dismissed or ~~why~~ denial was recommended.

2912-00 DATA ON CHILD, FORM ADOP 42(I)

2912-00

(Rev.)—

Item 11. Sex. Check the appropriate box.

Item 12. Legal Status at Placement. Check the appropriate box. Code V (Unknown) should be checked if a child's birth status has not been fully ascertained.

Item 13. Date of Birth. Enter the child's birth date.

Item 14. Age at Placement. Enter the age of the child in years and months at the time present placement was made.

Item 15. Age at Petition. Enter the age of the child in years and months at the time the present petition was filed.

Item 16. Race. Indicate all available information as to the child's racial background by checking the appropriate box(es). Several codes should be checked for a child of mixed racial background. Example: If a child is of both Negro and Mexican parentage, check Codes 2 and 3.

Persons of Mexican descent (including Mexican - Indian) should be checked Mexican.

Item 17. Was Child Previously Placed for Adoption. Check Code 1 if an adoption action with respect to this child had previously been completed; check Code 2 if the action was not completed. Check Code 3 if the child had not been previously placed for adoption.

2913-00 DATA ON NATURAL PARENTS, FORM ADCP 42(1)
~~(Rev.)~~

2913-00

Item 18. Marital Status of Mother. Enter in each of the spaces provided the appropriate code (printed on the back of the form) which describes the mother's marital status at time of birth and at time of placement. This may or may not describe her marital relationship to the child's natural father. Enter one code only in each of the spaces.

In determining the appropriate marital status, use the following definitions:

1. Unmarried. Enter Code 1 if the natural mother had never been married.
2. Married. Enter Code 2 if the mother was legally married. Include a common-law marriage only if it occurred in a state or country in which such marriages are recognized as legal. (Common-law marriages occurring in California are not recognized as legal).
3. Widowed. Enter Code 3 if the mother was widowed.
4. Divorced. Enter Code 4 if a final decree of divorce has been granted by a court of competent jurisdiction.
5. Interlocutory Decree. Enter Code 5 if an interlocutory divorce decree was in effect.
6. Separated. Enter Code 6 if the mother was living separate and apart from her husband because the couple do not wish to live together.

Do not report as separated those couples temporarily living apart due to illness, employment or housing problems.

7. Annulled. Enter Code 7 if the marriage of the mother has been annulled by a court of competent jurisdiction.

Item 19. Age in Years at Birth of Child. Enter the age of each parent in completed years at the birth of the child. If age is unknown, enter the Code V on the appropriate line. If the parent or parents are dead, enter Code X.

Item 20. Religion. Enter the appropriate code (printed on the back of the form) for each parent. Note that Code 1, Protestant, is appropriate for all Christian religions other than Roman Catholic, e.g., Christian Science, Latter Day Saints, etc.

Item 21. Education. Check the appropriate box or boxes for each parent to indicate the highest educational level at the time the child was born. Specify "other special training".

Item 22. Was Mother in California at Birth of Child. If the mother was in California when the child was born, check the appropriate code that indicates length of residence. If the child was not born in California, check the appropriate box that indicates the place of birth.

2914-00 DATA ON PETITIONERS, FORM ADOP 42(1)

2914-00

~~(Rev.)~~

Report data as of date of placement. If there is only one petitioner, draw lines through the spaces intended for reporting on the other petitioner. For example, if the petitioner is a woman and there is no man petitioner, draw vertical lines through the columns of check boxes titled "man".

Item 23. Marital Status. Enter in the space provided the appropriate code (printed on the back of the form) which describes the petitioner(s) marital status at the time of placement. (Use same definitions of marital status as in Item 18).

Item 24. Race. Check the code that indicates the racial background of both of the petitioners if there are two petitioners. If there is only one petitioner, check the box that indicates the racial background of that petitioner. Note that Codes 1, 2, 3 and X mean that both petitioners are of the same race. "Mixed", Code 4, is to be checked if the petitioners are of different races. "Both other", Code X is to be checked only if they are of the same race and the race is not among those listed.

Persons of Mexican descent (including Mexican - Indian) should be checked "Mexican".

Item 25. Blood Relationship to Child. Only one code should be checked in each of the two columns. Relationship by marriage or by previous adoption is to be reported as "none", Code 0.

Item 26. Age in Years. This item is self-explanatory.

Item 27. Education. Enter the appropriate code or codes (printed on the back of the form) to indicate the highest educational level of each petitioner at the time of placement. Specify "other special training".

Item 28. Religion. Enter the appropriate code (printed on the back of the form) for each petitioner. Note that Code 1, Protestant, is appropriate for all Christian religions other than Roman Catholic, e.g., Christian Science, Latter Day Saints, etc.

Item 29. Annual Income. Check the box which indicates the annual income bracket of the petitioners. Use gross income, i.e., before taxes and other deductions from such income.

Item 30. Were Parents and Petitioners Acquainted. Acquaintanceship here indicates more than the mere knowledge of the other person's name. Unless a personal meeting between the parent(s) and petitioner(s) has occurred, this item is to be answered "no".

At ~~Time of~~ Placement. If the parent(s) and petitioner(s) were acquainted at the time of placement, check "yes"; if not, check "no".

At Time Report Filed. If the parent(s) and petitioner(s) were acquainted at the time the report was submitted to the court, check "yes"; if not, check "no".

Item 31. Did Petitioners Pay Any Expenses of Mother or Child. This question is to be checked "yes" if the petitioner(s) paid or are to pay any of the expenses of the mother or child incurred prior to placement. If not, check "no."

Item 32. Other Minor Children in Petitioner's Family. In completing this item, do not include the child who is the subject of this report. Check all applicable boxes. Use the following definitions to make entries:

1. Natural children refers to the petitioner(s) own children, as distinct from those being adopted or previously adopted.
2. Previously adopted children are those children for whom an adoption action has been completed.
3. Adoption pending refers to children in the home (other than the subject of this report) whose adoption by the petitioner(s) is pending.

Enter the sum of children who have been previously adopted, whose adoption is pending (excluding the subject of this report) or who are the natural children of the petitioner(s) in the space "Total Other Children." Do not include, in "Total ^{Other} Children", children other than those described above, e.g., nieces, nephews, foster children, etc.

Worker and Agency Identification.

It is important that the document be legibly signed and dated by the worker who completed it.

Reporting Agencies

Public and private adoption agencies, licensed by the State Department of Social Welfare to accept relinquishments of children and place them for adoption, shall submit reports on Form Adop 42(R), Individual Record Card - Relinquishment ~~A~~adoption.

Coverage

Form Adop 42(R) shall be completed for each child involved in a relinquishment adoption case upon submission of the report to the court.

Submittal Instructions

One copy of Form 42(R) shall be sent to the State Department of Social Welfare, Bureau of Research and Statistics, 616 K Street, Sacramento 14, when the court report is filed.

General Instructions for Completion of Form Adop 42(R)

If more than one child is being adopted by the same petitioner(s) a Form Adop 42(R) shall be completed for each child.

If the child has been the subject of a previous adoption which was acted on by court, a new Form Adop 42(R) is to be prepared in the current adoption action.

All items require entries. If no significant entry can be made, enter a dash or draw a line across the item. Note, however, that this should never be done to report "no", "none" or "unknown", but only "not applicable".

2916-00 IDENTIFICATION AND ACTION, FORM ADOP 42(R)
(New)

2916-00

Reporting Agency: Check the appropriate box to indicate whether the schedule is being submitted by a public adoption agency or a private adoption agency.

State Number: Enter the complete state number with the agency prefix, e.g., LA 5000 Ada.

Agency Name (District): Enter the name of the reporting agency. If the report is from a district office of the agency, identify in the space provided.

Child's Name: Enter the full name of the child as it appears on the relinquishment. If more than one child is being adopted by the petitioner(s), a separate Form Adop 42(R) shall be completed for each child.

Petitioner(s): Enter the last name and initials of the petitioner(s).

Item 1. Date Parent Accepted for Study: Enter the date on which the decision was made to accept the parent for study. This may precede the child's birth date.

Item 2. Date Child Relinquished: Enter the date on which the last relinquishment was signed or action in lieu of relinquishment was completed.

Item 3. Elapsed Time between Parent's Acceptance for Study and Date Child Relinquished: Enter the elapsed time in years, months, and days between the date the parent was accepted for study and the date the child was relinquished.

Item 4. Date Child Accepted for Care: Enter the date on which the child was accepted for care.

Item 5. Date of Present Placement. Enter the date on which the child was last placed in the home of the petitioners.

Item 6. Elapsed Time between Date Child Accepted for Care and Date of Present Placement: Enter the elapsed time in years, months, and days between the date the child was accepted for care and the date of present placement.

Item 7. Date Petition Filed: Enter the date on which the petition was filed with the court.

Item 8. Elapsed Time between Present Placement and Date Petition Filed: Enter the elapsed time, in years and months, between the date of present placement and the date the petition was filed.

Item 9. Relinquishment Action: Indicate the status of the relinquishment of each parent, by checking the appropriate box. Only one box should be checked in each of the two columns.

2917-00 DATA ON CHILD, FORM ADOP 42(R)
(New)

2917-00

Item 10. Sex: Check the appropriate box.

Item 11. Date of Birth: Enter the child's birth date.

Item 12. Age at Placement: Enter the age of the child in years and months at the time the present placement was made.

Item 13. Age at Petition: Enter the age of the child in years and months at the time the present petition was filed.

Item 14. Legal Status at Placement: Check the appropriate box.

Item 15. Race: Indicate all available information as to the child's racial background by checking the appropriate box(es). Several codes should be checked for a child of mixed racial background. Example: If a child is of both Negro and Mexican parentage, check Codes 2 and 3.

Persons of Mexican descent (including Mexican - Indian) should be checked Mexican.

Item 16. Child Previously Placed for Adoption: Check Code 1 if an adoption action with respect to this child had previously been completed; check Code 2 if the action was not completed. Check Code 3 if the child had not been previously placed for adoption.

~~10~~

~~(New)~~

Item 17. Marital Status of Mother: Enter in each of the spaces provided the appropriate code (printed on the back of the form) which describes the mother's marital status at time of birth and at time of relinquishment. This may or may not describe her marital relationship to the child's natural father. Enter one code only in each of the spaces.

In determining the appropriate marital status, use the following definitions:

1. Unmarried. Enter Code 1 if the natural mother had never been married.
2. Married. Enter Code 2 if the mother was legally married. Include a common-law marriage only if it occurred in a state or country in which such marriages are recognized as legal. (Common-law marriages occurring in California are not recognized as legal).
3. Widowed. Enter Code 3 if the mother was widowed.
4. Divorced. Enter Code 4 if a final decree of divorce has been granted by a court of competent jurisdiction.
5. Interlocutory Decree. Enter Code 5 if an interlocutory divorce decree was in effect.
6. Separated. Enter Code 6 if the mother was living separate and apart from her husband because the couple do not wish to live together.

Do not report as separated those couples temporarily living apart due to illness, employment or housing problems.

7. Annulled. Enter Code 7 if the marriage of the mother has been annulled by a court of competent jurisdiction.

Item 18. Age in Years at Birth of Child: Enter the age of each parent in completed years at birth of child. If age is unknown, enter the Code V on the appropriate line. If the parent or parents are dead, enter Code X.

Item 19. Religion: Enter the appropriate code (printed on the back of the form) for each parent. Note that Code 1, Protestant, is appropriate for all Christian religions other than Roman Catholic, e.g., Christian Science, Latter Day Saints, etc.

Item 20. Education: Check the appropriate box or boxes for each parent to indicate the highest educational level at the time the child was born. Specify "other special training".

Item 21. Was Mother in California at Birth of Child: If the mother was in California when the child was born, check the appropriate box that indicates length of residence. If the child was not born in California, check the box that indicates the place of birth.

Report data as of date of placement.

If there is only one petitioner, draw lines through the spaces intended for reporting on the other petitioner. For example, if the petitioner is a woman and there is no man petitioner, draw vertical lines through the columns of check boxes titled "man".

Item 22. Petitioner(s): Check the appropriate box.

Item 23. Age in Years: Enter the age in completed years of each petitioner at the time of placement.

Item 24. Religion: Enter the appropriate code (printed on back of form) for each petitioner. Note that Code 1, Protestant, is appropriate for all Christian religions other than Roman Catholic, e.g., Christian Science, Latter Day Saints, etc.

Item 25. Was There a Blood Relationship between Child and - Check "yes" only if a blood relationship existed. Specify the degree if such a relationship existed.

Item 26. Race: Check the code that indicates the racial background of both of the petitioners if there are two petitioners. If there is only one petitioner, check the box that indicates the racial background of that petitioner. "Mixed", Code 4, is to be checked if the petitioners are of different races. "Both Other", Code X, is to be checked only if they are of the same race and the race is not among those listed.

Persons of Mexican descent (including Mexican-Indian), should be checked "Mexican".

Item 27. Are Petitioners Paying an Adoption Agency Fee: Check the appropriate item.

Item 28. Education: Check the appropriate box or boxes for each petitioner to indicate the highest educational level of each petitioner at the time of placement. Specify "other special training."

Item 29. Annual Income: Check the box which indicates the annual income bracket of the petitioners. Use gross income, i.e., before taxes and other deductions from such income.

Item 30. Other Minor Children in Petitioner's Family: In completing this item, do not include the child who is the subject of this report. Check all applicable boxes. Use the following definitions to make entries:

1. Natural children refers to the petitioner(s) own children, as distinct from those being adopted or previously adopted.
2. Previously adopted children are those children for whom an adoption action has been completed.
3. Adoption pending refers to children in the home (other than the subject of this report) whose adoption by the petitioner(s) is pending.

Enter the sum of children who have been previously adopted, whose adoption is pending (excluding the subject of this report) or who are the natural children of the petitioner(s) in the space "Total ^{Other} Children". Do not include, in "Total Other Children", children other than those described above, e.g., nieces, nephews, foster children, etc.

Worker and Agency Identification.

It is important that the document be legibly signed and dated by the worker who completed it.

INDIVIDUAL RECORD CARD - INDEPENDENT ADOPTIONS

1. DATE PETITION FILED _____
2. DATE COURT REPORT FILED _____
3. ELAPSED TIME BETWEEN DATE OF PETITION AND DATE OF COURT REPORT

 Years Months

4. DATE OF PRESENT PLACEMENT _____
5. ELAPSED TIME BETWEEN DATE OF PLACEMENT AND DATE OF PETITION

 Years Months

6. PLACEMENT MADE BY
 Parent ☐ 1 Friend of parent ☐ 5
 Relative of parent ☐ 2 Probation officer ☐ 6
 Physician ☐ 3 Out of state agency ☐ 7
 Attorney ☐ 4 Other* ☐ X

7. CONSENT *(Specify) _____

- | | Mother | Father | |
|---------------------------|--------------------------|--------------------------|---|
| Not secured | ☐ | ☐ | 0 |
| Secured | ☐ | ☐ | 1 |
| Not necessary | ☐ | ☐ | 2 |
| Pending or eliminated by: | | | |
| 701 W & I code action | ☐ | ☐ | 3 |
| 224 Civil code action | | ☐ | 4 |
| Sole custody action | | ☐ | 5 |
| Other | ☐ | ☐ | X |

8. RECOMMENDATION TO THE COURT
 Report only; No recommendation ☐ 0
 Approval ☐ 1
 Conditional approval ☐ 2
 Denial ☐ 3
 Case dismissed ☐ 4

9. REASON FOR CONDITIONAL APPROVAL
 (Enter Code) _____

10. REASON DISMISSED OR DENIAL RECOMMENDED
 (Enter Code) _____

DATA ON CHILD

11. SEX: Male ☐ 1
 Female ☐ 2

12. LEGAL STATUS AT PLACEMENT:
 In wedlock ☐ 1
 In wedlock - husband not father ☐ 2
 Out of wedlock
 Not legitimated ☐ 3
 Legitimated - 230 CC ☐ 4
 Legitimated - by marriage ☐ 5
 Foundling ☐ 6
 Unknown ☐ V

13. DATE OF BIRTH _____

14. AGE AT PLACEMENT

 Years Months

15. AGE AT PETITION:

 Years Months

16. RACE (Check all applicable boxes)
 White ☐ 1
 Negro ☐ 2
 Mexican ☐ 3
 Other ☐ X

17. WAS CHILD PREVIOUSLY PLACED FOR ADOPTION
 Yes -
 Adoption completed ☐ 1
 Adoption not completed ☐ 2
 No ☐ 3

DATA ON NATURAL PARENTS

18. MARITAL STATUS OF MOTHER:
 (Enter Codes)
 At birth of child _____
 At placement _____

19. AGE IN YEARS AT BIRTH OF CHILD _____

- | | Mother | Father |
|-------------------------------------|--------|--------|
| 20. RELIGION:
(Enter Code) _____ | | |

- | | Mother | Father |
|---------------|--------|--------|
| 21. EDUCATION | | |

- | | | | |
|-------------------------|--------------------------|--------------------------|---|
| College graduate | ☐ | ☐ | 1 |
| Some college | ☐ | ☐ | 2 |
| H.S. graduate | ☐ | ☐ | 3 |
| Some high school | ☐ | ☐ | 4 |
| 8th grade | ☐ | ☐ | 5 |
| Less than 8 grades | ☐ | ☐ | 6 |
| Other special training* | ☐ | ☐ | X |
| *(Specify) _____ | | | |
| Unknown | ☐ | ☐ | V |

22. WAS MOTHER IN CALIFORNIA AT BIRTH OF CHILD
 Yes -
 Less than 1 year ☐ 1
 1 year or more ☐ 2
 No -
 Child born in other state ☐ 3
 Child born in foreign country ☐ 4
 Unknown ☐ V

INVESTIGATED BY:

SDSW ☐ 1
 Co. Agency ☐ 2

State No. _____
 (Include county prefix)
 AGENCY _____

CHILD'S NAME: _____

PETITIONER(S): _____

DATA ON PETITIONERS
(At Placement)

23. MARITAL STATUS:
 (enter code) _____

24. RACE
 Both white ☐ 1
 Both Negro ☐ 2
 Both Mexican ☐ 3
 Mixed ☐ 4
 Both other (same race) ☐ X

25. BLOOD RELATIONSHIP TO CHILD

- | | Woman | Man |
|-------------------|--------------------------|--------------------------|
| None | ☐ | ☐ |
| Natural parent | ☐ | ☐ |
| Aunt and/or Uncle | ☐ | ☐ |
| Grandparent | ☐ | ☐ |
| Cousin | ☐ | ☐ |
| Other relative | ☐ | ☐ |

26. AGE IN YEARS

27. EDUCATION

- | | Woman | Man |
|----------------------------|-------|-----|
| (Enter Code) _____ | | |
| (Specify special training) | | |

DATA ON PETITIONERS (Continued)

28. RELIGION
 (Enter Code) _____
 Woman Man

29. ANNUAL INCOME
 Under \$2,000 ☐ 1
 \$2,000 - 3,999 ☐ 2
 4,000 - 4,999 ☐ 3
 5,000 - 5,999 ☐ 4
 6,000 - 7,999 ☐ 5
 8,000 - 9,999 ☐ 6
 10,000 and over ☐ 7
 Unknown ☐ V

30. WERE PARENTS AND PETITIONERS ACQUAINTED
 At placement Yes ☐ No ☐
 At time report filed Yes ☐ No ☐

31. DID PETITIONERS PAY ANY EXPENSES OF MOTHER OR CHILD
 Yes ☐ No ☐

32. OTHER MINOR CHILDREN IN PETITIONER'S FAMILY (Check all applicable boxes)
 None ☐ 0
 Natural children ☐ 1
 Previously adopted ☐ 2
 Adoption pending ☐ 3
 Total other children (Enter Number) _____

FORM COMPLETED BY _____

DATE _____

State of California

Department of Social Welfare

~~CODES TO BE PRINTED ON~~ BACK OF FORM ADOP 42(1)

REASON FOR CONDITIONAL APPROVAL

701 action, both parents	1
701 action, father only	2
701 action, mother only	3
Clear Validity of consent	4
Citation of father, 224 C.C.	5
Sole custody action	6
Child's legal status to be cleared	7
Other (specify)	X

REASON DISMISSED OR DENIED

Parent did not respond	1
Parent refused consent	2
Child not proper subject	3
Home not suitable	4
Child's legal status not cleared	5
Parents withdrew consent	6
Petitioners withdrew	7
Other (specify)	X

RELIGION

No religion	0
Protestant	1
Catholic	2
Jewish	3
Other	X
Unknown	V

EDUCATION

College graduate	1
Some college	2
High school grad.	3
Some high school	4
8th grade	5
Less than 8 grades	6
Other special training	X
<i>Unknown</i>	V

MARITAL STATUS

Unmarried	1
Married	2
Widowed	3
Divorced	4
Interlocutory decree	5
Separated	6
Annulled	7
Unknown	V

INDIVIDUAL RECORD CARD - RELINQUISHMENT ADOPTIONS

1. DATE PARENT ACCEPTED FOR STUDY _____

2. DATE CHILD RELINQUISHED _____

3. ELAPSED TIME BETWEEN PARENT'S ACCEPTANCE FOR STUDY AND DATE CHILD RELINQUISHED _____
 years months days

4. DATE CHILD ACCEPTED FOR CARE _____

5. DATE OF PRESENT PLACEMENT _____

6. ELAPSED TIME BETWEEN DATE CHILD ACCEPTED FOR CARE AND DATE OF PRESENT PLACEMENT _____
 years months days

7. DATE PETITION FILED _____

8. ELAPSED TIME BETWEEN PRESENT PLACEMENT AND DATE PETITION FILED _____
 years months days

9. RELINQUISHMENT ACTION:

	Mother	Father	
Signed	☐	☐	1
Not necessary	☐	☐	2
Eliminated by:			
701 W & I Code Action	☐	☐	3
Sole Custody Action	☐	☐	4
Other	☐	☐	5

FORM COMPLETED BY _____

DATE _____

State of California Department of Social Welfare

DATA ON CHILD

10. SEX

Male ☐ 1

Female ☐ 2

11. DATE OF BIRTH _____

12. AGE AT PLACEMENT _____
 years months

13. AGE AT PETITION _____
 years months

14. LEGAL STATUS AT PLACEMENT

In wedlock ☐ 1

In wedlock-husband not father ☐ 2

Out of wedlock

Not legitimated ☐ 3

Legitimated - 230 Civil Code ☐ 4

Legitimated - by marriage ☐ 5

Foundling ☐ 6

15. RACE: (Check all applicable boxes)

White ☐ 1

Negro ☐ 2

Mexican ☐ 3

Other ☐ X

16. CHILD PREVIOUSLY PLACED FOR ADOPTION:

Yes -

Adoption completed ☐ 1

Adoption not completed ☐ 2

No - ☐ 3

DATA ON NATURAL PARENTS

17. MARITAL STATUS OF MOTHER: (Enter Codes)

At birth of child _____

At relinquishment _____

18. AGE IN YEARS AT BIRTH OF CHILD

Mother Father

19. RELIGION: Mother Father

(Enter Code) _____

20. EDUCATION: Mother Father

College graduate ☐ 1

Some college ☐ 2

H. S. graduate ☐ 3

Some high school ☐ 4

8th grade ☐ 5

Less than 8 grades ☐ 6

Other Special Training* ☐ X

*(Specify) _____

Unknown ☐ V

21. WAS MOTHER IN CALIFORNIA AT BIRTH OF CHILD:

Yes -

Less than 1 year ☐ 1

1 year or more ☐ 2

No -

Child born in other state ☐ 3

Child born in foreign country ☐ 4

Unknown ☐ V

Public Agency ☐ 3 State Number _____

Private Agency ☐ 4 (Include Agency Prefix)

Agency Name _____

District _____

CHILD'S NAME _____

PETITIONER(S) _____

DATA ON PETITIONERS (At Placement)

22. PETITIONER(S)

Married couple ☐ 1

Individual ☐ 2

23. AGE IN YEARS Woman Man

24. RELIGION Woman Man

(Enter Code) _____

25. WAS THERE A BLOOD RELATIONSHIP BETWEEN CHILD AND:

Woman petitioner Yes No

Man petitioner Yes No

Specify degree _____

26. RACE:

Both White ☐ 1

Both Negro ☐ 2

Both Mexican ☐ 3

Mixed ☐ 4

Both Other (Same Race) ☐ X

27. ARE PETITIONER(S) PAYING AN ADOPTION AGENCY FEE

Yes ☐ 1

No ☐ 2

28. EDUCATION Woman Man

College graduate ☐ 1

Some college ☐ 2

H. S. graduate ☐ 3

Some high school ☐ 4

8th grade ☐ 5

Less than 8 grades ☐ 6

Other Special Training* ☐ X

*(Specify) _____

Unknown ☐ V

29. ANNUAL INCOME:

Under \$2,000 ☐ 1

\$2,000 - 3,999 ☐ 2

4,000 - 4,999 ☐ 3

5,000 - 5,999 ☐ 4

6,000 - 7,999 ☐ 5

8,000 - 9,999 ☐ 6

10,000 and over ☐ 7

30. OTHER MINOR CHILDREN IN PETITIONER'S FAMILY: (Check all applicable boxes)

None ☐ 0

Natural children ☐ 1

Previously adopted ☐ 2

Adoption pending ☐ 3

Total other children (Enter Number) _____

2999-00

CODES TO BE PRINTED ON BACK OF FORM ADOP 42 (R)

RELIGION

No Religion	0
Protestant	1
Catholic	2
Jewish	3
Other	X
Unknown	V

MARITAL STATUS

Unmarried	1
Married	2
Widowed	3
Divorced	4
Interlocutory Decree	5
Separated	6
Annulled	7
Unknown	V

AREA OFFICES

LOS ANGELES OFFICE
MICHIGAN 8411
MIRROR BUILDING
145 SOUTH SPRING STREET
12

SACRAMENTO OFFICE
GILBERT 2-4711
924 NINTH STREET
14

SAN FRANCISCO OFFICE
EXBROOK 2-8751
GRAYSTONE BUILDING
948 MARKET STREET
2

Earl Warren
Governor

STATE HEADQUARTERS

SACRAMENTO
GILBERT 2-4711
616 K STREET
14

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES I. SCHOTTLAND
DIRECTOR

June 27, 1952

Hon. Frank M. Jordan
Secretary of State
Room 109, State Capitol
Sacramento, California

ADDRESS REPLY TO:
616 K Street
Sacramento 14

Dear Mr. Jordan:

Attached are three copies of regulations issued by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 468 (Stat)
DEPARTMENT BULLETIN NO. 469 (OAS)
DEPARTMENT BULLETIN NO. 470 (ANC)

These regulations were approved by the State Social Welfare Board pursuant to the powers conferred upon it by the Welfare and Institutions Code, Sections 103, 103.5, 114b, 115, and 116 on June 16, 1952, and are being filed in accordance with Section 11380 of the Government Code.

Very sincerely yours,

Charles I. Schottland
Charles I. Schottland
Director

Attachments

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:56 P.m.

FRANK M. JORDAN, Secretary of State

By *James J. Hayes*
Assistant Secretary of State

Certified as a Regulation (
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

Charles H. Howard
(Signature)

Director
(Title)

6-27-52
(Date)

Item 1. Total Applications Disposed of During the Month for Children Deserted or Abandoned - Enter the sum of Items 1a through 1c.

Item 1a. Applications Granted (Include Restorations) - Enter the number of applications and restorations granted during the month for children who have been deserted or abandoned. (Families in Column I, children in Column II.)

Item 1a(1). District Attorney Notified - Enter the number of families (Column I) and children (Column II), included in Item 1a, (about which the district attorney has been notified). If separate notices have been sent for more than one deserting parent in a family, report the number of families and children affected rather than the number of notices sent.

Item 1a(2). District Attorney Not Notified - Enter the number of families (Column I) and children (Column II), reported in Item 1a, about which the district attorney had not been notified) by the end of the report month. List such cases on the reverse of this report, giving county case number, state number, and case name for each case. At the end of each six-month reporting period, or oftener if necessary, information regarding subsequent actions will be requested on the listed cases, so that an accurate picture of actions on these cases will be reflected in the report to the Federal Security Agency.

Item 1b. Applications Withdrawn or Denied Because Applicant Preferred Not to Have Notice Sent - Enter the number of families (Column I) and children (Column II) in which the application was denied or withdrawn because the applicant preferred not to have the district attorney notified.

Item 1c. Other Disposition - Enter the number of applications denied, withdrawn or canceled for some other reason than that reported in Item 1b.

PART B. ACTIVE ANC FAMILY CASES: CHILDREN IDENTIFIED DURING THE MONTH AS DESERTED OR ABANDONED

This section is to be used for reporting active ANC family cases and children in which desertion or abandonment came to the attention of the county welfare department during the month.

For all items the entries in Column I shall be the number of families affected. The entries in Column II, however, should include only the children who were considered to have been deserted or abandoned.

Do not report in Part B cases or children already reported in Part A in this or prior months. Relevant actions in subsequent months on listed cases will be reported at the end of the six-month period. (See instructions in Item 2c.)

Item 2. Total Cases Identified (Sum of Items 2a through 2d) - Enter the total number of active ANC Family cases and children identified during the month as deserted or abandoned.

Item 2a. District Attorney Notified - Enter the number of families (Column I) and children (Column II) about which the district attorney was notified during the month. If separate notices were sent for each deserting parent in a family, report the number of families and children affected rather than the number of notices sent.

CHARLES I. SCHOTTLAND
Director

103, 103.5, 1148
WAIC 115, 116
EARL WARREN
Governor

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 19, 1952

FILED

In the office of the Secretary of State
of the State of California

JUN 30 1952 3:56 P.m.

DEPARTMENT BULLETIN NO. 468 (STAT)

FRANK M. JORDAN, Secretary of State

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS

By _____
Assistant Secretary of State

Subject: Aid to Needy Children - Family Groups:
Monthly Report on Notifications to
District Attorney.

In addition to the special report on the status in June 1952 of Aid to Needy Children cases subject to district attorney* notification (Department Bulletin No. 467) the Federal Security Agency requires the state to submit statistical reports on a continuing basis on Aid to Needy Children applications in this category. Reporting is also required on active cases of this nature in which the desertion or abandonment came to the attention of the county welfare department subsequent to approval for Aid to Needy Children. All items in Parts A, B, C, and D are required for reporting to the Federal Security Agency; Part E is required by the State Department of Social Welfare.

In order to assemble the required data on a current basis, each county shall submit a monthly statistical report (Form CA 254) to the State Department of Social Welfare by the 20th of each month following the month covered by the report. The first report (for the month of July 1952) will be due by August 20, 1952. A supply of Form CA 254 is being sent to each county under separate cover.

Please address all reports and questions regarding completion of the reports to the Bureau of Research and Statistics, State Department of Social Welfare, 616 K Street, Sacramento 14, California.

PART A. ANC APPLICATIONS DISPOSED OF: CHILDREN CLASSIFIED AS DESERTED OR ABANDONED

This section is a report on applications disposed of on behalf of children who were considered to have been deserted or abandoned. (Do not include ANC applications in the BH&I program).

For all items the entries in Column I shall be the number of families affected. The entries in Column II, however, should include only the children who were considered to have been deserted or abandoned.

* "District attorney" shall be construed to include other proper law enforcement officials.

PART D. WHEREABOUTS OF ABSENT PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED

Item 4. Total Parents Reported to District Attorney - Enter the total number of absent parents about whom the district attorney has been informed. Since more than one parent may have deserted or abandoned the children in a given case, the total number of absent parents may be more than the number of families reported in Items 1a(1) plus 2a. If the district attorney has been notified that the same parent has deserted two or more families, the parent will be counted more than once since the length of absence may be different for each family. (This entry should be the same as Item 3.)

Item 4a. Whereabouts Unknown - Enter the number of absent parents whose whereabouts was currently unknown according to the information available to the agency. If the absent parent is known to be in California or outside of California but more specific information is lacking, report under Items 4b(1) and 4b(2).

Item 4b. Whereabouts Known - Enter the total number of absent parents whose whereabouts was known according to the information available to the agency.

Item 4b(1). In California - Enter the number of absent parents known to be in California.

Item 4b(2). Out of California - Enter the number of absent parents known to be outside of California.

PART E. TOTAL NUMBER OF REPORTS RECEIVED FROM THE DISTRICT ATTORNEY DURING THE MONTH

Enter the number of reports received during the month from the district attorney reporting any action taken by him on notifications. Include reports on notifications made in prior months as well as this month.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Attachment

Item 2b. Discontinued or Grant Decreased Rather Than Have District Attorney Notified - Enter the number of families (Column I) and children (Column II) discontinued at the end of the month because the person responsible for the children preferred not to have the district attorney notified. Include cases in which aid was decreased because ANC was discontinued for children affected by the requirements, but not for all of the children in the case. Do not include cases discontinued for other reasons; report such cases in Item 2d.

Item 2c. Identified But Not Discontinued: District Attorney Not Notified - Enter the number of cases (Families Column I, Children Column II) included in Item 2, in which the district attorney was not notified during the month and the case was not discontinued during the month. List cases included in this item on the reverse of the report, giving county case number, state number, and case name for each case. At the end of each six-month reporting period, or oftener if necessary, information regarding subsequent action will be requested on the listed cases so that an accurate picture of actions on these cases will be reflected in the report to the Federal Security Agency.

Item 2d. Discontinued For Other Reasons - Enter the number of families (Column I) and children (Column II) included in Item 2 for cases that were discontinued for reasons not directly connected with the notification requirement.

PART C. LENGTH OF ABSENCE OF PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED

Use this section for reporting the number of absent parents about whom the district attorney was notified during the month, and the lengths of time they had been absent (computed as of the date the district attorney was notified).

Item 3. Total Parents Reported to District Attorney - Enter the total number of parents who have been reported to the district attorney. Since more than one parent may have deserted or abandoned the children in a given case, the total number of absent parents may be more than the number of families reported in Items 1a(1) plus 2a. If the district attorney has been notified that the same parent has deserted two or more families, the parent will be counted more than once since the length of absence may be different for each family. This entry should equal the sum of Items 3a through 3e and should be the same as Item 4.

Item 3a. Absent Less Than 3 Months - Enter the number of parents who (as of the date the district attorney was notified) had been absent less than 3 months.

Item 3b. Absent 3 Months, But Less Than 1 Year - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 3 months but less than 1 year.

Item 3c. Absent 1 Year, But Less Than 5 Years - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 1 year but less than 5 years.

Item 3d. Absent 5 Years or Longer - Enter the number of parents who (as of the date the district attorney was notified) had been absent at least 5 years or longer.

Item 3e. Length of Absence Unknown - Enter the number of parents for whom length of absence is unknown.

[illegible]

AID TO NEEDY CHILDREN

MONTHLY STATISTICAL REPORT ON NOTIFICATIONS TO DISTRICT ATTORNEY*

COUNTY _____

PART A. ANC APPLICATIONS DISPOSED OF: CHILDREN CLASSIFIED AS DESERTED OR ABANDONED	FAMILIES (I)	CHILDREN (II)
1. Total applications disposed of during month for children deserted or abandoned...		
a. Applications granted (Include restorations).....		
(1) District Attorney Notified.....		
(2) District Attorney Not Notified (List cases in accordance with instructions)		
b. Applications withdrawn or denied because applicant preferred not to have notice sent.....		
c. Other disposition.....		
PART B. ACTIVE ANC FAMILY CASES: CHILDREN IDENTIFIED DURING THE MONTH AS DESERTED OR ABANDONED		
2. Total cases identified.....		
a. District Attorney Notified.....		
b. Discontinued (or grant decreased) rather than have District Attorney Notified.....		
c. Identified but not discontinued; District Attorney Not Notified (List cases in accordance with instructions).....		
d. Discontinued for other reasons.....		
PART C. LENGTH OF ABSENCE OF PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED		PARENTS
3. Total Parents Reported to District Attorney (Same as Item 4; sum of 3a through 3e).....		
a. Absent less than 3 months.....		
b. Absent 3 months, but less than 1 year.....		
c. Absent 1 year, but less than 5 years.....		
d. Absent 5 years or longer.....		
e. Length of absence unknown.....		
PART D. WHEREABOUTS OF ABSENT PARENTS AS OF DATE DISTRICT ATTORNEY NOTIFIED		
4. Total parents reported to District Attorney (Same as Item 3; sum of 4a and 4b).....		
a. Whereabouts unknown.....		
b. Whereabouts known ((1) + (2) below).....		
(1) In California.....		
(2) Out of California.....		
PART E. TOTAL NUMBER OF REPORTS RECEIVED FROM THE DISTRICT ATTORNEY DURING THE MONTH		

* Exclude notifications for children in boarding homes and institutions. "District Attorney" shall be construed to include other proper law enforcement officials.

Signature of Reporting Officer _____ Date _____

Title _____

(NOTE: List on Reverse cases for Items 1a (2) and 2c)

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
June 19, 1952

FILED
In the office of the Secretary of State
of the State of California

JUN 30 1952 3:56 P.m.

FRANK M. JORDAN, Secretary of State
By _____
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 469 (OAS)

TO: COUNTY BOARDS OF SUPERVISORS
COUNTY WELFARE DEPARTMENTS
COUNTY AUDITORS

Subject: Old Age Security Permanent
Sample (Form Ag 251)

Sec. A-1610 of the Manual of Policies and Procedures - OAS, which is effective August 1, 1952, requires that Form Ag 251 (Revised July 1952) be submitted on all sample cases approved or reinvestigated in August 1952 and thereafter on a flow basis.

The following special procedures are required with respect to the submission of schedules for cases already in the sample and for sample cases approved and reinvestigated in July 1952:

Submission of New Schedules on Cases Already in Sample

In order to make necessary analyses in advance of the 1953 legislative session, it is essential that new OAS Permanent Sample Schedules (Form Ag 251, Revised July 1952) on all cases in the Caseload Sample (state number endings 22 or 88) be available for processing by the SDSW as soon as possible.

Accordingly, a new Form Ag 251 (Revised July 1952) shall be submitted to the SDSW (Attention Bureau of Research and Statistics, 616 K Street, Sacramento 14) for each Old Age Security case with state number ending in 22 or 88, as soon as possible but not later than December 1, 1952. The forms shall be accompanied by a transmittal list showing state numbers and case names.

In the item Date of Approval or Completion of Reinvestigation enter the date of approval or completion of reinvestigation, whichever is most recent.

In Item 1, Reason Schedule Prepared, check whichever item represents the latest action taken on the case.

Submission of July Schedules in August

Schedules on sample cases approved (state number ending 22, 44, 66, or 88) or reinvestigated (state number endings 22 or 88) in July 1952 shall be submitted in August on the new Form Ag 251 rather than in July on old Forms Ag 251. This will avoid the duplication of effort which would result from submitting old Forms Ag 251 in July and then submitting the revised Forms Ag 251 by December 1, 1952. It will also reduce the number of July actions for which sample schedules must be submitted.

Very sincerely yours,

Charles I. Schottland

Charles I. Schottland
Director

Certified as a Regulation (or
as Regulations) of the

Dept of Social Welfare
(Name of State Agency)

C. J. Schatland
(Signature)

Director
(Title)

6-27-52
(Date)